

Board of Directors Job Description

Position: Secretary

Authority and Responsibility

The Board of Directors is the legal authority for Hope Awaits Ministries. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Requirements:

- Acknowledges Jesus Christ as their personal Lord and Saviour, and is actively cultivating their personal relationship with Him
- Commitment to the work of God through the organization
- Attendance at monthly Board meetings
- Support of special events
- Support of, and participation in, fundraising events

Term:

Directors serve for a three-year term. Directors may be released at the end of the elected term, by resigning, or according to Hope Awaits Ministries' bylaws.

General Duties:

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Secretary must:

1. Keep copies of the organization's bylaws and the Board's policy statements
2. Keep lists of officers, Board Members, and committees
3. Notifies Board Members of meetings
4. Prepares the Board's agenda with input from Board Members and Executive Director
5. Keeps accurate minutes and Board attendance of all meetings
6. Records all motions and decisions of meetings
7. Keeps copies of minutes of both Board and committee meetings
8. Distributes copies of minutes to Board Members promptly after meetings



9. Conducts general Board correspondence
10. Keeps records of all Board correspondence
11. File all notice of change forms with the Ministry of Government Services and notify the CRA of any changes in directors
12. Work with the Treasurer to file the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry
13. Act as one of the signing officers for cheques and other documents, such as contracts and grant applications
14. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff
15. Ensure that the mission, objective, and actions of Hope Awaits Ministries are in line with the word of God
16. Review the bylaws and policy manual, and recommend bylaw changes to the membership
17. Review the Board's structure, approve changes, and prepare necessary bylaw amendments
18. Participate in the development of Hope Awaits Ministries organizational planning and annual review
19. Approve Hope Awaits Ministries budget
20. Approve the hiring and release of the executive director, including the executive director's employment contract
21. Support and participate in evaluating the executive director
22. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Hope Awaits Ministries mission

Evaluation

A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.

Review Date and Approval Date

This board member job description is reviewed on an annual basis by the Chair of the Board of Directors. Recommended changes are presented to the Board of Directors.

Approval Date: _____

Review Date: _____