

## Secretary

We're looking for a Secretary to join our dynamic team! In this role, you will maintain records for the organization, and manage scheduling for the Board of Directors and volunteers.

### **About Pflag:**

Pflag is York Region's LGBTQ2 support, resource and education network. We are a 100% volunteer-led organization that services one of the fastest growing and multicultural regions nationwide. Every day, our compassionate volunteers are contacted by people from all walks of life who have questions or concerns about sexual orientation or gender identity. We are there for those in need when it seems no one else is, making sure no phone call go unanswered, and no hand goes unheld. Learn more at [www.pflagyork.ca](http://www.pflagyork.ca).

### **Reports to:**

Chair of the Board (President) and Vice President

### **Time Commitment:**

- Performing Secretary responsibilities (1-3 hours, at home, monthly)
- Board of Directors meeting (3 hours, in-person, once a month)
- Support meeting (2 hours, in-person, once a month)
- Special events (Charity gala, Annual General Meeting, Pride, etc.)

### **Compensation:**

This volunteer position provides great exposure and professional development opportunities, while giving back to the community.

### **Things You'll be Responsible for:**

- Working closely with President, Vice President, Treasurer and Director of Governance to ensure records are managed effectively
- Transcribe meeting minutes
- Ensure meeting minutes are distributed in a timely and effective manner
- Scheduling special events and meetings in Board of Directors/volunteers calendars (as required)
- Familiar with legal documents (articles, bylaws, etc.) to note applicability during meetings

### **Qualifications & Requirements:**

- Reliable, tenacious and innovative
- Excellent people skills
- Very organized
- Familiar with Microsoft Word, Excel, Powerpoint and Google Drive
- Prior volunteer experience an asset
- At least 18 years of age
- Cannot hold status of bankrupt



**Some of the Perks:**

- Helping those in need
- Meeting new people
- It's more rewarding than any paycheque

**Term:**

The Secretary will serve 15 months on the Pflag Board of Directors for the first term.

**How to Apply:**

Please send your résumé to [president@pflagyork.ca](mailto:president@pflagyork.ca). If selected, a [Vulnerable Sector Check](#) will be required.