



West Point Grey Community Centre Association

Job Posting

Recording Secretary/Admin Assistant for the Board of Directors

This administrative position is responsible for the overall record keeping of the West Point Grey Community Association. The Board Secretary assists with the facilitation of Board meetings and the Annual General Meeting by preparing materials, recording and distributing minutes and other documents, and organizing meeting refreshments. Responsibilities also include recording and distributing minutes at Board Committee meetings. The position is responsible for overseeing the system of organizing and filing Board records both electronically and in hard copy as well as ensuring that government filings for the BC Society's Act are completed in a timely manner. The Board Secretary will conduct Society correspondence on behalf of the Board as requested. Attendance at additional meetings or events is also required.

Qualifications and skills:

Experience with taking and preparing meeting minutes in a similar environment is required. Excellent communication skills including: a strong command of the English language, superior listening skills, and excellent writing and recording skills. A strong understanding of group processes in decision making and knowledge of Roberts' Rules of Order is required. Some familiarity with the Society's Act and government filings would be an asset. The ability to record and summarize accurate information efficiently and the ability to work effectively on an independent and resourceful basis which involves liaising with people that hold varied roles are essential to the success of this position.

Hours of Work:

This is a part-time position. Board meetings are typically held the 1st Wednesday of each month in the evening. Board meetings are approximately 2 to 3 hours in length. The number of committee meetings varies monthly (1-2 hours in length/ 2-4 evening meetings dependent on the month). The additional time to prepare for meetings and to do the minutes, etc. brings the time commitment up to approximately 16 hours per week. Flexibility is required. Attendance at other meetings and additional project work may be required.

Remuneration: \$22.00/hour

Please respond with your resume by 5 pm Friday, June 29th to: West Point Grey Community Centre, 4397 W. 2nd Ave, Vancouver, B.C., V6R 1K4 or email to: wpgcc@vancouver.ca

Please note that while we thank everyone for their interest, only those selected for an interview will be contacted.