



Position: Secretary

The Local Charity is devoted to breaking the cycle of poverty through empowering youth from under-served communities to be the author of their own story. We do so, by enhancing access to technology to bridge the digital divide and providing quality tangible education, and by promoting mental wellness and emotional intelligence.

We just went through a significant growth spurt and we are looking for community-minded people with a sincere interest in the development of youth who can bring fresh ideas and energy to our organization.

Please consider joining us in giving them the tools to change the trajectory of their life for a stronger and more diverse future. By November 2020, *The Local Charity* will need six (6) new active board members: a Vice-Chair, a Treasurer, a Secretary, and three General Directors.

We hosted a fun and informative live webinar on September 15, 2020 so candidates can get to know us, if you would like the link to this recorded event, please fill out this form:

<https://form.jotform.com/202546457403049>

Purpose

The Secretary is a member of the senior volunteer leadership team of *The Local Charity* who ensures accurate and compliant record keeping. The Board Secretary assists in the implementation of organizational policies and helps to ensure that appropriate administrative systems are established and maintained.

Key Responsibilities:

- Certify and keep at the *The Local Charity* office the original or a copy of the bylaws as amended or otherwise altered to date.
- Keep at the *The Local Charity* office, or at such a place as the board may determine, a book of minutes of all meetings of the directors and meetings of committees. Minutes shall record time and place of meeting, whether regular or special, how



- called, how notice was given, the names of those present or represented at the meeting, and the proceedings thereof.
- Ensure that all notices are duly given in accordance with the provisions of the bylaws or as required by law.
 - Be custodian of the records and of the seal of the organization and affix the seal, as authorized by law or the provisions of the bylaws, to duly executed documents of the organization.
 - In general, perform all duties incident to the office of the secretary and such other duties as may be required by law, by the articles of incorporation, or by the bylaws, or which may be assigned to him or her from time to time by the board.
 - Serves on the executive committee and other committees as appropriate.
 - To grow our existing framework of stakeholders and partners for future collaboration, partnerships and impact
 - To expand and secure stable, reliable funding from a variety of sources
 - Act honestly at all times, in good faith and in the best interests of the organization

Elected By: Governance Committee

Length of Term: 2 years

Time Commitment: Two terms

Reports To: Board

Support: Chief executive officer, Chair of the Board



Qualifications:

- Ability to contribute to setting strategic direction and determining long- term goals for *The Local Charity*
- Connections to business and community through personal and/or professional networks
- Being an active participant in *The Local Charity's* Strategic Planning process and review
- Experience in charity management or governance
- Support fundraising efforts and raise money for the organization
- Experience monitoring and/or improving organizational performance, demonstrated ability to assess, manage, and mitigate risk
- Passion and interest in helping the youth from under-served communities

Area of Expertise/Representation Currently Needed:

In addition to general qualifications, *The Local Charity* is specifically looking to enhance the skills and perspective mix of the Board by adding members with skills and experience in:

- Government relations
- Finance and accounting
- Human Resources
- Law

Board Expectations:

- The Board is ultimately responsible for the governance of *The Local Charity*
- Attendance at board meetings every 6-8 weeks as needed to start and transition to quarterly after establishing a strong foundation
- Be committed to *The Local Charity's* mission, values, and principles
- Ensuring the financial health of the organization
- Disclose potential or perceived conflict of interest
- Voting on motion within Board meetings



Selection Timeline and Process

Selected candidates will be invited for an interview (virtually) with the Governance Committee in October. Candidates who are recommended by the Governance Committee will stand for election at the November Annual General Meeting.

Deadline: Wednesday, September 30, 2020

Application link: <https://bit.ly/2Ec9pCZ>

Thank you for your interest in becoming our Board of Director member. If you have any questions or problem completing this application, feel free to reach out to us at hello@thelocalcharity.com. We look forward to starting a dialogue with you soon.

Updated: September 17, 2020