



Canadian Hemophilia Society

Manitoba Chapter



Volunteer Opportunity Title: Secretary, Board of Directors

Organizational Impact:

- To uphold the Chapter's mission; "to improve the quality of life for those affected by hemophilia and other inherited bleeding disorders through support, service, research, education and advocacy".

Position Summary:

The Board Secretary acts as recording secretary at all Chapter Board meetings and Executive Committee meetings.

Responsibilities and Duties:

- Is a member of the Executive Committee
- Is responsible for the accuracy of minutes taken at meetings, including all motions made and decisions reached
- May designate a recording secretary on their behalf
- Email meeting reminders to Board members
- Is the custodian of the Corporate Seal

Preferred Skills / qualifications / experience: Preference will be given to members with previous Chapter Board experience; current or previous. Must be a member or sustaining member in good standing, keeping in mind no two members of the same family may be on the Chapter Executive at the same time.

Skills Gained: Public speaking, charitable organization management, fundraising, Robert's Rules of Order, standard practise for recording keeping.

Training / Support: Support of the Chapter President, Chapter Executive, Chapter Executive Director

Additional Checks:

Time Commitment: From Annual General Meeting Election to next Annual General Meeting (approx. 12 months) 4-5 meetings a year (2 hours each) as well as the Annual General Meetings and meetings of the Executive as required, an approximate 70 hours a year or 5 to 6 hours a month.

Start / End Dates: AGM to AGM

Number of Positions: 1

Opportunity Location: Board meetings are held virtually and occasionally in public venues, work from home and via internet.

How to Apply: Nomination form must be completed and returned to the Nomination Committee. Nomination forms are distributed to members 30 days in advance of the Annual General Meeting.

Contact Name: Cory Prestayko

Title/Role in Program: Chair of Nomination Committee

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