



Board of Directors - Secretary and HR Chair Job Description

The primary role of the Secretary is to maintain the records of the Board of Directors and provide expertise and advice in the realm of human resources.

1. Strategic Responsibilities:

- a. In conjunction with the Board:
 - i. Participate in annual strategic and business planning
 - ii. Attend annual board retreat

2. Operational Responsibilities:

- a. Board meetings
 - i. Book meeting room
 - ii. Collect monthly agenda and reports from the Bpar Chair and upload to Google Drive
- b. Record keeping
 - i. Minutes
 1. Take minutes at board meetings or arrange for minutes to be taken by someone else in your absence
 2. Edit and distribute minutes to board and contractors for revision within one week of each board meeting
 3. Compile revisions into a final minute document for each board meeting and upload to Google Drive
 - ii. Maintain electronic and physical files for the Board of Directors
 1. Meeting agendas and minutes
 2. By-laws
 3. Policy and guidelines
 4. Job descriptions
- c. AGM
With the administrator:
 - i. Schedule and book location for AGM
 - ii. Prepare documentation
 1. Agenda
 2. Minutes
 3. Reports and financial statements
 - iii. With the Board Chair , call AGM
 1. Send notices to members
 - iv. Take minutes at AGM and file for following year



3. HR Responsibilities

- a. Review board and contract job descriptions as needed, e.g. when positions become vacant or new needs arise within the company
- b. Chair ad hoc HR committee, struck when required for hiring, to address performance issues and other HR situations as they occur
- c. Provide HR advice and expertise as discussions arise at meetings

4. Monthly Responsibilities:

- a. Attend all board meetings
- b. Compiling and uploading of monthly meeting documents

5. Other commitments

- a. Volunteer for one casino shift at the company's fundraising casino every 18 months or find a someone to volunteer in your place
- b. Attend Momo events to represent the board and company
- c. Represent Momo Movement in a favourable light with your wider personal and professional networks
- d. Actively recruit volunteers to join the board or a committee
- e. Participate in fundraising activities, e.g. source silent auction donations, share fundraising activities through your personal and professional networks, become a member of the fundraising committee, make an annual gift to Momo

6. Overall time commitment

- a. Attend monthly board meetings and take meeting minutes - 90-120 mins
- b. File monthly documents - a few minutes at monthly meeting
- c. Assist on committees as needed – monthly meetings – 60 mins
- d. Answer emails/phone calls as needed – approx. 30 mins/week
- e. Volunteer for one casino shift every 18 months - 9 hours
- f. Attend Momo Movement events - 10 to 15 hours annually