

Board Secretary

Title: Secretary of the Board

Reports to: Chair of the Board

Hours: 8-15 hours per month

Term length: Elected by membership at the AGM to serve a one-year term. May be re-elected.

To apply, please email your resume and expression of interest to Board Chair Alyne Mochan at alyne@rjvictoria.com.

This volunteer posting closes at 4:30 pm on October 20, 2023.

Restorative Justice Victoria is looking for a Board Secretary. **Do you want to make a difference in your community with your knowledge and skills? This role on the Board Executive might be for you!** As all Directors, the Secretary acts in a position of trust and is responsible for the effective governance of the organization. This includes recommending policy, community networking, maintaining confidentiality, and providing public support for restorative justice and the programs at RJV. In addition, the Secretary is responsible for records management including meeting minutes.

Term:

Directors are elected by the membership at the Annual General Meeting (AGM) to serve for a one-year term. Directors may be re-elected for additional terms. The next AGM will be held in November 2023.

Qualifications/Skills:

- Possesses good communication and writing skills.
- Has computer skills and equipment required to record and distribute minutes and correspondence on behalf of the board.

Requirements:

- A minimum time commitment of 3-5 hours per month, in addition to the regular work of a Director (time commitment of 5-10 hours per month).

Major Duties:

All those duties assigned to the position of Director of the Society (see page 2), plus:

- Prepare and maintain minutes and records of all Board meetings.
- Review, monitor and verify accuracy of the meeting minutes, and circulate to Directors. In camera minutes are kept separately to be reviewed by Board members.
- Conduct correspondence of the Society when directed to do so by the Chair or Chair's designate.
- Ensures all necessary records, including accurate names and contact information for all members of the Society, are on file in the office.
- Ensure the safekeeping of the records of the Society and make them available for the inspection of members at any reasonable time.
- Be familiar with and adhere to governance documents and policies and procedures of the Society.
- Upon change of officers, delivers minutes, records, and all documents to the incoming Secretary.
- Prepare and file forms required to maintain the Society in good standing with the Registrar of Companies.

Benefits:

- Satisfaction of making a difference in the community
- Opportunity to work with individuals of diverse backgrounds
- Development of governance skills, effective decision-making skills
- Increased understanding of group dynamics and relationships

Restorative Justice Victoria is committed to equity. We especially welcome applications from people who are Black, Indigenous, or a Person of Colour, people with disabilities, LGBTQ+ people, and others with the skills and knowledge to engage productively with diverse communities.

Board Director**Requirements for all Board Directors:**

- Commitment to the work of Restorative Justice Victoria.
- Willingness to serve more than one term on the Board.
- A minimum time commitment of 5-10 hours per month (includes meeting preparation time and Board and Committee meeting time).
- Willingness to serve and actively participate on at least one committee of the Board.
- Attendance at monthly Board meetings and the Annual General Meeting of the Society.
- Willingness to volunteer for and accept assignments, and complete them thoroughly and on time.
- Knowledgeable about restorative justice and the work of the program and a willingness to be publicly supportive of it.
- Preparation for and participation in the discussions and the deliberations of Board and Committee.
- Awareness of potential conflict of interest between personal and Society business.
- Willingness to keep confidential issues that the Board deems sensitive.

Major Duties of all Board Directors:

- Actively participates in the governance of the Society according to Restorative Justice Victoria Constitution and Bylaws, and policies approved by the Board.
- Oversees and ensures the financial viability of the Society.
- Participates in establishing overall long and short term goals, objectives and priorities for the Society to meet the needs of the program and community.
- Recommends policy to the Board.
- Promotes the Society through community networking and participates in community events.
- Accepts accountability for the ongoing renewal of the Society and seeks nominees for election to the Board when appropriate.
- Prepares for and participates in the discussions and deliberations of the Board.
- Refrains from missing more than 3 consecutive meetings of the Board (extenuating circumstances will be taken into consideration).
- Participates in fund raising for the Society.
- Represents the Society at community events and meetings as assigned by the Board.
- Fosters a positive working relationship with other Board members, Committee members, staff, volunteers and the community.

- Adheres to Restorative Justice Victoria Conflict of Interest policy and Code of Conduct.