



# Pawsitive Match Rescue Foundation

## SECRETARY

### The Role

<b>Location</b>	Remote	<b>Reports To</b>	Board of Directors
<b>Weekly Time Commitment</b>	5-10 hrs, variable	<b>Direct Report(s)</b>	Volunteer Coordinator Records Team Systems Admin

The Secretary oversees and manages the organization's administrative and record-keeping functions. This leadership role ensures smooth board and team communications, fosters collaboration across departments, and serves as a key decision-maker for document management and organizational compliance. The Secretary is instrumental in maintaining accurate records, ensuring transparency, and supporting the efficiency of Pawsitive Match Rescue Foundation's operations.

### The Responsibilities

- Create the meeting agenda each month and send meeting links to Board Members.
- Follow up on outstanding tasks from previous meetings.
- Take minutes during meetings and ensure discussions are accurately recorded.
- Distribute redacted minutes to coordinators.
- Maintain and update the minute book.
- Send resolutions out for signatures through Adobe Sign when needed.
- Complete and submit Notices of Change to the corporate registry.
- Complete and file the organization's annual return and other corporate registry documents.
- Update and distribute role descriptions for publication as required.
- Support the Volunteer Coordination Team, including assisting with recruiting efforts for general volunteers and coordinator/board roles as needed.
- Support the Records Team and Systems Administrator in succeeding in



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their roles.

- Act honestly and in good faith, prioritizing the best interests of the rescue in all actions and decisions.

## The Person

- A community member in good standing.
- Organized and detail-oriented with strong administrative skills.
- Excellent written and verbal communication skills.
- Able to work independently and collaboratively as part of a team.
- Comfortable using digital communication tools for professional correspondence.
- Ability to check emails and WhatsApp chat daily to stay updated on organizational matters.

## Experience & Qualifications

- Highly organized and systematic, with strong attention to detail.
- Familiarity with rescue work is an asset.
- Experience in non-profit governance is an asset.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Administrative Skills - Google Workspace is an asset.
- Professional Writing Skills/Experience is an asset.
- Public Relations & Community Engagement Skills/Experience is an asset.
- Screening Applications & Conducting Interviews is an asset.