

## Volunteer Secretary

Are you interested in increasing participation of 2SLGBTQIA+ adults in safe inclusive sports? Team Edmonton is recruiting new members to join our Board of Directors and we would like to hear from you! We are specifically looking to increase involvement and representation of Black, Indigenous, 2S, transgender, non-binary and gender diverse members of the 2SLGBTQIA+ community on our Board.

### RESPONSIBILITIES

- Attends Annual/Special General meetings as well as regular Board meetings as recording secretary and prepares official meeting minutes.
- Coordinates Board meeting logistics including venue bookings and audio-visual equipment as required.
- Prepares notices for Annual/Special General Meetings and other meeting materials as required (e.g. agendas, presentations, etc.).
- Drafts general correspondence to public/stakeholders for President or Director's signature as required.
- Maintains Board records and ensures proper records management for all Board documentation.

### EXPERIENCE

- Strong commitment to the Edmonton 2SLGBTQIA+ community
- Strong commitment to creating safe, inclusive spaces within sports/recreation
- Not-for-profit, board or community-building experience
- Strong leadership and decision-making skills
- Strong collaboration, teamwork and relationship-building skills
- Strong planning and organizational skills
- Experience with Slack and Google Suite is an asset

### WHAT'S IN IT FOR ME?

- Opportunity to give back to the community
- Leadership and mentorship opportunities
- Experience working on a not-for-profit governance board
- Effective use of your expertise and experience
- Networking opportunities
- Fun events (and dedicated people)
- **\* This is an unpaid volunteer position**

### TIME COMMITMENT

- Directors serve a term of (2) years.
- Directors attend monthly meetings, held on the third Tuesday of the month. On average there are (9) board meetings throughout the year.
- Each Director will be a member of at least one committee.
- Additional commitments include at least 8 hours of volunteer work, attending an annual board meeting, and volunteering at events where possible.
- The time commitment is approximately 2 hours per week and a bit busier up to/during events once or twice per year.

### INTERESTED?

If you're interested in joining our board, complete this Google form and tell us a little about you:  
<https://forms.gle/3VZN2pGdDjWPsvUA>.