



Executive Secretary

The Jamaican Canadian Association (JCA) is seeking qualified candidates to run for the position of Secretary of the board of Directors at the upcoming Annual General Meeting.

The Executive Secretary plays a crucial role in ensuring the Board of Directors is coordinated and adhering to their respective duties.

QUALIFICATIONS/SKILLS:

- Volunteer or work experience in a similar role
- Experience serving on a board in any active capacity is an asset
- Exceptionally organized and able to manage competing priorities
- Understanding of the key functions of a community board including:
 - Governance
 - Policy making
 - financial oversight
 - Communications
- Knowledge of the Jamaican Canadian Association, including its history and organizational structure is an asset.
- Possess advanced software and online platform skills, specifically Microsoft Teams, MS Word, PowerPoint, Excel

TERM:

The Executive Secretary is elected to serve for a two (2) year term.

REQUIREMENTS:

- Must be a member of the JCA
- Excellent communication skills and knowledge of relevant computer software and videoconferencing platforms
- Able to commit 40 hours per month
- Ability to foster positive working relationships with other Board members, JCA members and friends of the JCA
- Knowledge of issues impacting the communities and constituents served by the JCA
- Ability to work independently and collaboratively in a fast-paced environment

MAJOR DUTIES:

- Manage the Association's records keeping and documentation process subject to the direction and approval of the Board of Directors.
- Manage all JCA correspondence and lead the coordination of response to correspondence received by the JCA, including triaging to the appropriate board member or committee lead.
- Schedules, participates and records minutes at all board meetings
- Prepare minutes, including documenting actions items, for approval of the Board
- Work with the Membership Committee and Director of Communications on coordination of all membership meetings
- Lead the creation of the JCA's annual Calendar of Events