

CAMPUS VIEW CHILD CARE

The Board of Directors is comprised of volunteers—mostly parents—who govern the society and its operation of our Early Years and School Age Programs. The Board of Directors, led by the Board Chair, has a unique leadership role in governing the organization: to set policies, take responsibility for strategic planning, financial/fiscal and legal responsibilities and fundraising. The Board also assures the program Director has the support they require to manage the operation of the organization.

Position: Secretary

Reports to: Board of Directors

From the *Campus View Child Care Constitution and Bylaws*:

The Secretary shall keep the records of the Program and shall perform such duties as may be delegated by the Board.

Skills and/or areas of expertise

- Ability to work as part of a team
- Excellent written and verbal communication skills
- Knowledge of, or interest in learning more about, Campus View Child Care and its parent community

Time Commitment

2 - 4 hours on average per month for a minimum of 1 year, with some fluctuation over the course of the year.

Governance Roles & Responsibilities for all Board Members

- Commit to Campus View Child Care's mission, vision, and philosophy, and conduct themselves in a professional and ethical manner, including maintaining confidentiality.
- Oversee adherence to and ensure all financial and fiscal policies, procedures, and legal requirements are upheld.
- Prepare for and participate in Board meetings, Annual General Meetings, and Extraordinary Meetings.
- Support and/or participate in one or more committees, attending all meetings and engaging in the work of the committee, as appropriate.
- Support the hiring, monitoring, evaluation, and compensation review of the Director.
- Participate in strategic planning for the organization.
- Review and approve governance and management policies, such as the Policies and Procedures Handbook, and the Constitution and Bylaws.
- Be an ambassador for Campus View Child Care and the staff.
- Keep informed about community issues relevant to the mission and objectives of Campus View Child Care.

- Self-identify and publicly acknowledge to the board any potential conflicts of interest.

Treasurer Roles & Responsibilities

- Take board meeting minutes and assure approval of final minutes by the Chair for accuracy and relevance.
- Maintain the corporation's required filings, including all board meeting and AGM minutes and any necessary certification of the Board's resolutions.
- Document dates, times and location that work for the majority of Board members.