



RECORDING SECRETARY

Role Overview:

The Recording Secretary is responsible for maintaining the board's administrative functions, ensuring all organizational documents and communication are accurate, timely, and compliant. This role manages internal communications between the board and the organization's members, volunteers, and stakeholders, as well as ensures legal and regulatory compliance.

Key Responsibilities:

- **Record-Keeping:** Take and distribute meeting minutes, ensure records are properly maintained, and manage board documents.
- **Compliance:** Ensure the organization is compliant with legal and regulatory filings, including maintaining the organization's charitable status.
- **Internal Communication:** Serve as the primary point of communication between the board and organization members, volunteers, and external stakeholders.
- **Documentation:** Oversee the creation and distribution of reports, policies, and any necessary documentation for board activities.
- **Event Coordination:** Assist in coordinating board-related events, including the Annual General Meeting and other key organizational activities.
- **Policies and Procedures:** Work with the Director at Large to maintain up-to-date board policies and ensure these are communicated effectively to all board members.

Qualifications:

- Excellent organizational and multitasking skills.
- Knowledge of compliance, regulatory filings, and legal documentation for non-profits.
- Strong communication and record-keeping abilities.
- Attention to detail and ability to manage confidential information.



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General Board Commitments

- **Meeting Attendance:**
 - Attend and actively participate in all Board meetings, both scheduled and special.
- **Preparation:**
 - Prepare for meetings by reviewing agendas, minutes, and relevant materials in advance.
- **Collaboration:**
 - Work collaboratively with fellow Board members and staff to achieve the organization's goals.
- **Ethical Standards:**
 - Uphold the highest ethical standards, avoiding conflicts of interest and always acting in the best interest of the organization.
- **Continuous Learning:**
 - Stay informed about best practices in non-profit governance and animal welfare to contribute effectively to the Board's discussions and decisions.

Additional Board Responsibilities

Fundraising

- Actively participate in fundraising efforts, including donor cultivation, campaign planning, and event organization.
- Leverage personal and professional networks to support the organization's financial sustainability.



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Community Outreach

- Engage with the community to promote the organization's mission and programs.
- Develop and maintain relationships with community leaders, partners, and other stakeholders.

Advocacy

- Advocate for animal welfare and the organization's interests at local, regional, and national levels.
- Represent the organization in public forums, media engagements, and policy discussions.