

## Board Secretary

Do you have a passion for making a change in the way our province manages health care? Are you looking for a way to make a difference while using your skills to make a difference in people's lives?

Open Arms Patient Advocacy Society is currently recruiting for a Secretary. We are a not-for-profit Alberta organization that advocates with families and patients to help them obtain information where unanswered questions may remain with respect to their treatment within the health system.

The Secretary's duties include:

- Keep accurate minutes of all board meetings and distribute minutes in a timely manner.
- Check and distribute and file mail for organization.
- Send announcements regarding AGM to membership.
- Store records for Open Arms and keep a history of the organization.
- Submit annual certification to Registry Office.
- Track changes to by-laws or Objectives.
- Attends board meetings.
- Has charge of correspondence.
- Sends notice of all meetings.
- Keeps the seal and all other incorporating documents.
- Prepares all other books and records.
- Carries out other duties as assigned by the board.
- Maintain insurance forms.
- Train and manage Secretary Co-Chair.

This position provides the flexibility for an individual to work from home during the hours that are convenient and will stay connected as a Board Member through monthly meetings.

To apply, please fill out our volunteer intake form on the following link:

<https://openarmsadvocacy.com/volunteer/>