

POSITION TITLE

Committee Clerk/Corporate Secretary

Department/Team/Workgroup	EducationPlannerBC		
Reports To	Executive Director, EPBC		
Employment Type	SFU employee		
Job Description Prepared By	Karen McCredie		
Executive Director Approval	Mary Burgess (BCcampus) or designate	Date	October, 2019

POSITION SUMMARY

The Committee Clerk/Corporate Secretary acts as the administrative liaison and the primary support for the EducationPlannerBC (EPBC) Steering Committee/Board of Directors and all associated committees and working groups. This position provides administrative support to the Executive Director in their work related to these governance bodies to facilitate the efficient operation of the governance committees.

This position reports to the Executive Director, EducationPlannerBC.

EducationPlannerBC has offices in Vancouver and Victoria. This position is located at the Vancouver office. Some local travel and occasional evening work may be required.

DUTIES AND RESPONSIBILITIES

The Committee Clerk/Corporate Secretary, EducationPlannerBC:

- Serves as the custodian of records for all official Steering Committee/Board and associated committee documents by ensuring proper document control, management and electronic filing systems
- Prepares and distributes agenda packages including all relevant attachments for the Steering Committee/Board and all associated committees to ensure effective and efficient meetings
- Manages attendee and distribution lists ensuring accuracy and timely communication
- Attends all meetings and drafts meeting minutes for the Steering Committee/Board and all associated committees
- Manages the follow-up of actions arising from governance meetings
- Oversees the development of meeting schedules for the Steering Committee/Board and all associated committees ensuring the coordination of timing between committees
- Ensures security and confidentiality of all materials
- Supports the preparation, organization and administration of the committee nomination process
- Coordinates and arranges, in collaboration with the Administrative Coordinator, travel requirements and reimbursements for all committee members
- Works collaboratively with the Administrative Coordinator to coordinate events and meetings, including booking space and catering

- Liaises frequently with the Executive Director and Steering Committee/Board and associated committee chairs ensuring excellent flow of information
- Acquires and maintains a thorough understanding of EducationPlannerBC operations and practices
- Conducts research, as needed, related to the work of the committees and in support of the Executive Director
- Acquires and maintains a good understanding of British Columbia Societies Act
- Prepares and modifies documents including correspondence, reports, and emails
- Sets up and maintains a variety of records while ensuring confidentiality of all records, contacts and correspondence, as applicable
- Maintains orderly indexing and retrieval system for records
- Undertakes other tasks as required

KNOWLEDGE/SKILLS AND ABILITIES

- High attention to detail and ability to prioritize work
- Comprehensive knowledge and direct experience in the operations and functions of Boards and other governance committees
- Demonstrated experience preparing meeting minutes and other official records of high quality
- Excellent skills with MS Office suit and Adobe Acrobat
- Ability to use communication tools such as Skype, Blue Jeans and other web tools proficiently
- Excellent communication and inter-personal skills, including thorough knowledge of business English, spelling, punctuation, grammar and arithmetic
- Ability to develop, plan, execute, and complete multiple projects simultaneously
- Ability to work independently as well as in a collaborative team environment
- Ability to analyze and solve problems
- Ability to work well under pressure and to meet frequent and interrelated deadlines
- Ability to maintain confidentiality and to exercise tact, diplomacy, discretion and sensitivity when working with colleagues and the public
- Ability to adapt to changing situations, anticipate needs and reprioritize tasks.

QUALIFICATIONS

- A minimum three years of experience in a similar role, including agenda management and minute taking.
- Experience working with a Board or high-level committee
- Completion of two years of post-secondary education