



Corporate Secretary

Position Summary

The Corporate Secretary is a Board Officer responsible for supporting effective governance by maintaining Greyhaven Exotic Bird Sanctuary's official corporate records and ensuring compliance with the **BC Societies Act**, the organization's bylaws, and other governance requirements.

Working closely with the President and Board of Directors, the Corporate Secretary ensures accurate documentation of Board activities, maintains corporate records, and supports transparent and accountable governance.

Primary Responsibilities

Governance & Corporate Records

- Maintain Greyhaven's corporate records, bylaws, constitution, and governance documents.
- Ensure Board records are complete, organized, and securely maintained.
- Monitor governance practices to ensure compliance with applicable legislation and organizational policies.
- Assist with reviewing and updating governance documents as required.

Board Administration

- Prepare and distribute Board meeting and Annual General Meeting agendas in collaboration with the President.
- Record accurate minutes for Board meetings, committee meetings, and the Annual General Meeting.
- Maintain official records of Board decisions and resolutions.
- Distribute approved meeting minutes and governance documents to Board members.
- Ensure appropriate insurance coverage is in place and maintained.

Regulatory Compliance

- Prepare and file the Annual Report required under the **BC Societies Act**.
- Maintain records required by provincial legislation and Greyhaven's bylaws.
- Ensure governance-related filing deadlines are met.
- Assist the Board in maintaining compliance with legal and corporate obligations.

Board Support

- Support the orientation of new Board members by providing governance documents and organizational policies.
- Maintain Board contact information and official records.



- Advise the President and Board on procedural matters related to governance and meetings.
- Assist with preparing governance-related documentation for the Annual General Meeting.

Record Management

- Maintain a secure archive of:
 - Board meeting minutes
 - Committee minutes
 - Board resolutions
 - Policies and procedures
 - Bylaws and constitutional documents
 - Corporate filings
- Ensure records are available for authorized review when required.

Qualifications

- Understanding of nonprofit governance and Board operations.
- Knowledge of the **BC Societies Act** is an asset.
- Excellent organizational and administrative skills.
- Strong written communication and minute-taking abilities.
- High level of accuracy, discretion, and confidentiality.
- Ability to manage multiple deadlines and maintain detailed records.
- Experience serving on a nonprofit Board or in an administrative governance role is preferred.

Accountability

The Corporate Secretary is accountable to the Board of Directors and is responsible for supporting effective governance, maintaining accurate corporate records, and ensuring Greyhaven meets its governance obligations as a registered nonprofit society.