

## HSHC Recruitment Posting: SECRETARY, Board of Directors

The volunteer Board of Directors for the Halifax Sexual Health Centre (HSHC) is currently recruiting for the role of SECRETARY. Ideal candidates will have experience in a secretarial (or similar) role, on a board of directors and/or be able to demonstrate experience relating to the core job requirements. Experience in non-profit setting will be considered an asset.

### HSHC Background:

**Who we are:** The Halifax Sexual Health Centre (HSHC) is a non-profit organization committed to promoting sexual and reproductive health within an environment that respects and supports individual choice. We provide confidential, complete, freely-accessible, and non-judgmental information and services related to sexual and reproductive health. Please visit [HSHC.ca](http://HSHC.ca) for more information on HSHC and the types of services and programs we provide.

**Our vision:** All members of our community have full, equal, non judgmental and safe access to sexual and reproductive health care and education.

**Our mission:** Improve and optimize the sexual health of all members of our community, by providing high quality and caring services, and empowering clients to make healthy choices.

**Role of the Board of Directors:** The HSHC is governed by a volunteer Board of Directors (two-year terms) which is responsible for determining HSHC's purpose and mission as well as: reviewing and approving HSHC's strategic planning, ethical values and structure; selecting and maintaining an effective Board; appointing and overseeing our Executive Director, overseeing HSHC's operations, and overseeing HSHC's communications with its members and external stakeholders.

### Director Participation & Secretary Responsibilities:

**In-Person attendance at meetings:** The HSHC Board of Directors meets monthly for approximately 1.5 hours. As secretary, you will be responsible for attending these meetings as a voting member. You will also be responsible for taking the minutes and ensuring their accuracy and approval at each meeting. You will be responsible for creating meeting agendas and coordinating the planning of meeting times. You will be the main logistical contact for the board and will have responsibilities such as overseeing board dues, monitoring the board email account, and keeping board materials updated and organized.

**Meeting preparation:** All Board members are expected to arrive at meetings ready to contribute to strategic planning decisions and inform the stewardship of the organization's assets. Board members are required to familiarize themselves with all meeting documents.

**Record keeping:** As secretary you will be responsible for ensuring official records are maintained for all board members and board actions/meetings. You will ensure records are available when required by the board for reports, voting, and other relevant purposes. Lastly, you will assist HSHC staff/board with the identification and implementation of best-practices for record keeping and reporting.

**Signing Officer:** As secretary, you may be designated by the Board of Directors as a signing officer. If needed for this role, you may be required to sign contracts, reports, cheques, or other documents on behalf of the organization.

**Travel:** All Board and committee meetings will be held in the Halifax area (although there may be optional opportunities to attend professional development opportunities or events in other regions). As secretary it is crucial that you be able to attend all board meetings and committee meetings when needed. As of now, we are still having most board meetings virtually but would like to return to in-person meetings at HSHC on Bayers Rd. in the near future.

**Participation in orientation, educational and planning sessions:** Minimal time requirement (perhaps once or twice per year).

**Working with HSHC staff and volunteers:** Our strategic planning initiatives outline many opportunities for our HSHC Directors to engage with our Executive Director and other HSHC stakeholders throughout the year.

**Availability for unscheduled meetings:** As required.

**Attendance at events:** We encourage our Directors to attend our key fundraising and engagement events.

**Fundraising expectations:** In addition to committing a minimum annual contribution to HSHC of \$25.00 to support the HSHC Society Membership, all Directors will be expected to participate in fundraising activities and initiatives. This can involve financial contribution, event promotion and stewardship, ticket sales, assisting with sourcing sponsors and donors, or helping with event/initiative coordination.

## **Director's Qualities and Attributes:**

HSHC aims to provide accessible and client-centered services and we pride ourselves on building an organization that celebrates freedom of choice, diversity, and open mindedness. Prospective members should fully support the vision and mission of the HSHC and will also be willing to:

- Act with integrity and courage
- Strengthen discussions and decision making with informed judgment, perspective, and analytical thinking
- Communicate and present their opinions effectively and constructively
- Listen attentively and respectfully, ask questions and be willing to learn

- Be dependable, flexible and strategically agile

An ideal candidate would have experience in the area of health law and could provide insight on legal compliance, contract negotiation, and risk management.

## How to apply:

To apply for this position, please send your resume and a brief cover letter describing why you would like to join our HSHC team to: **board@hshc.ca** with the subject line: Nominating Committee.