



Secretary, Momentum Choir Board of Directors
- approximately 5 hours per month

The Secretary will be required to attend monthly meetings of the Momentum Choir Board of Directors beginning August 1, 2019. This is a voluntary position that can be held for a possible two 3-year terms.

The responsibilities of the Secretary will be:

- Attendance and participation in Board of Directors discussions and decisions
- Recording and drafting meeting minutes for all Board of Directors meetings
- Prior to each meeting, sending a reminder email to the Board of Directors that includes associated meeting documents
- Electronic and physical filing of meeting documents

The estimated time required for this position is 5 hours per month:

- Monthly Board meetings – 2.5 hours per month
- Recording and drafting meeting minutes - 2.0 hours per month
- Sending reminder email to the Board of Directors - 15 minutes per month
- Electronic and physical filing of meeting documents - 15 minutes per month

Qualifications for this position include:

- An understanding of what Momentum Choir is and why it is so important
- Dedicated and enthusiastic interpersonal skills
- Ability to use Microsoft Word
- Applicants who are asked to join the Board of Directors will require a vulnerable sector police check
- Although not required, an asset qualification for the position includes experience working in the field of disabilities

To apply for this position, please forward your resume to chair@momentumchoir.ca