



## VOLUNTEER OPPORTUNITY RECORDING SECRETARY

Assistance and Referral Centre  
106 Churchill Blvd  
Greenfield Park, Québec J4V 2L9  
Website: [www.arc-hss.ca](http://www.arc-hss.ca)

Created in 2011, ARC is a not-for-profit community organization based in Greenfield Park. We are part of a network of 28 organizations catering to the needs of the English-speaking community across Quebec.

Our mission is to serve the English-speaking community of the Montérégie-Centre Region by supporting them in having access to health and social services such as:

Providing a network of public and community partners; Promoting healthy lifestyles; Adaptation & translation of health services in English; Offering information sessions and materials in English; Interpreter and liaison services; Collaborating with public agencies and community groups to facilitate access; Information and Referrals.

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We are currently looking for a **Volunteer Recording Secretary** who will be responsible for recording and archiving the Board meeting minutes and other required documents. This position requires an **estimated 8-10 hours per month**. Start date is immediate and the duration is to be negotiated

### Duties and Responsibilities

- Attend all monthly Governing Board Meetings (usually the third Thursday of each month)
- Take Draft Minutes during all Board Meetings
- Submit Draft Minutes to President and another Board Member for proofing within a week of the meeting
- Track action items and lists in meeting minutes and use these to help draft the Agenda of the following meeting with the President
- Maintain the archive of the approved Minutes of ARC Board meetings on the ARC web-based operation centre as well as in the Minutes Book once signed.
- Update the Motions Books after each meeting
- Track and make all changes to official documents including ARC's Bylaws, ARC's Employee Handbook and Code of Ethics and others
- Prepares other correspondence of ARC as requested by the President
- Maintain and delivers all permanent records to successor
- Personal laptop is a "plus" to facilitate minutes taking

### Desired Qualifications

- Proficient in Microsoft Office (Word)
- High proficiency in English
- Understanding and the ability to help with the formulation of motions
- High energy, positive, "can-do" attitude, flexibility, teamwork; high degree of initiative
- Strong communication skills
- Keen attention to detail as well as solid project management skills
- Agree to BOD Operating Agreement, as well as signing a Confidentiality Agreement
- Flexible availability

If you are interested in supporting this vital non-profit organization please forward your CV and letter of introduction to: [Board VP and Chair, Recruitment and Retention of Volunteers.](#)