



219 – 645 Fort Street, Victoria, BC V8W 1G2  
tel: (250) 385-7410  
fax: (250) 385-7459  
email: [info@bridgesforwomen.ca](mailto:info@bridgesforwomen.ca)  
website: [www.bridgesforwomen.ca](http://www.bridgesforwomen.ca)

## **Volunteer Posting – Board of Directors – Secretary**

**Position** Board Member

**Impact Statement** Our aim: To see all of the women who come to us enter the workforce as financially independent, self-sufficient members of the labour market, free from the impacts of trauma and abuse that previously held them back.

**Description** We are looking for a board member to fill the role of Secretary. We are seeking diverse representation, including but not limited to First Nations, Métis and Inuit, Black people, Persons of Colour, and persons with (dis)Abilities. We strongly encourage applicants from remote and rural communities and seek representation from across the region. Applicants with the following experience and skills are strongly encouraged to apply:

- Legal
- Privacy
- Communications
- Real Estate
- Strategic orientation
- Diversity, Equity and Inclusion awareness, expertise and/or Lived Experience from former Bridges clients
- Previous board experience

### **Primary Duties of Secretary:**

1. Maintains records of the board and ensures effective management of the organization's records
2. Records and manages the minutes of board meetings
3. Ensures minutes are distributed to members in a timely manner after each meeting
4. Is sufficiently familiar with legal documents (articles, by-laws, etc.) to note applicability during meetings
5. Prepares for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
6. Attends meetings regularly
7. Contributes skills and knowledge by participating actively in meetings and committee work

**Training Details** We will provide any necessary background on our mission and programs, as well as a Board training package.

**Working Conditions** We meet virtually but may move to in-person meetings at our downtown office as the pandemic wanes.

**Minimum Duration** 2 years

**Timing** Evenings

**Time Detail** Evening Board meetings every month, plus additional meetings for committees and project teams. Outside that, 4-8 hours per month according to your own schedule for committee tasks.

*Recipient of the 2017 Royal Roads Chancellor's Community Recognition Award*



**BRIDGES**  
FOR WOMEN SOCIETY

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**Age** N/A

**Ideal for** An Individual

**Transportation** On a bus route, fully remote possible

**Accessibility** Wheelchair accessible, fully remote possible

**Area(s) of Interest** Women

**Skill(s)** Legal, Governance, Leadership, Privacy, Communication, Real Estate  
Send inquiries to [volunteer@bridgesforwomen.ca](mailto:volunteer@bridgesforwomen.ca)