**SECRETARY (2 YEAR TERM)**

The Grand River Film Festival (GRFF) is an incorporated non-profit entering its 15th season with a mission to celebrate and inspire community through the shared experience of film. Through both an annual festival and year-round events, GRFF hosts local, Canadian, and international films with a programming mandate to explore diverse and unique perspectives and an aim to inspire community engagement. GRFF recognizes the power of film to connect people and works in partnership with organizations across the region to deliver impactful programming that builds relationships and encourages meaningful conversation.

While our work is focused on bringing the community together, we also have a commitment to ensure the health, safety and well-being of our volunteers, guests and community. Our current volunteer positions listed will remain virtual through Zoom, email and phone calls until it is appropriate to hold in-person meetings again.

As Secretary you will provide administrative and clerical support to the Board, through the timely and accurate collection and sharing of information directly related to its activities. The Secretary ensures that the Board is well informed and that its activities are well documented for the use of Board members and relevant government bodies.

**POSITION DESCRIPTION:**

* Work with the chair to send out the agenda prior to each meeting.
* Ensures all rules and bylaws of the organization are adhered to by the board during meetings and the implementation of board decisions. The secretary is also in charge of the records and documentation for the organization.
* Record the minutes of each board meeting. The secretary records everything that happens during the meeting including what was discussed, what actions were voted on and what actions are being taken as a result. Distributes the meeting minutes and required actions to the board members promptly following the meeting.
* Throughout the year, distribute documentation to the board and members as well as complete any legal filings on behalf of the organization on time. Ensures that all records are properly and safely stored.
* The secretary makes sure that the board's actions are in line with legal requirements and the organization's bylaws.

**QUALIFICATIONS**:

* Experience with Google Workspace, scheduling meetings and email communications
* Able to prioritize tasks and manage time well
* Commitment to GRFF’s mission and strategic direction.

If this sounds interesting to you, please contact volunteer@grff.ca with a letter of interest expressing why you are interested in the position. Please include details about yourself and your background.