



Board Secretary Role Description

The Halton Poverty Roundtable (HPRT) is a group of cross-sector (business, people with lived experience of poverty, government, faith, education, community organizations) community leaders who catalyze community resources and stakeholders around innovative solutions to end poverty in Halton.

During a time of significant growth and the recent release of a revitalized strategic plan, the Halton Poverty Roundtable is seeking passionate and dedicated individuals to join the Board of Directors. Candidates living or working in the Halton Region are welcome to apply. The Board meets four times a year, as well as participating in the Annual General Meeting (AGM).

Our Vision: No Neighbour in Need.

Our Mission: Mobilizing **community will to eliminate poverty in Halton**

Our Values:

- Human dignity and respect for all
- Collaboration & collective responsibility
- Transparency
- Social equity and fiscal fairness

We believe:

1. Poverty is an "Invisible Tax" paid by every Halton resident.
2. The causes of poverty are complex.
3. Poverty cannot be ended by money alone. Commitment and broad community will are also crucial.
4. Eliminating poverty IS POSSIBLE and Halton has the resources to achieve this objective.
5. All citizens, businesses, community organizations and governments must unite behind this cause.

The Board is seeking Board Members, for a term of three (3) years (annual approval at each annual general meeting, to fulfill the following functions:\

Accountability

The Board of Directors is collectively accountable to the members, community, funders and other stakeholders. They are accountable for the HPRT's performance in relation to its mission and strategic plan, and for the effective stewardship of financial and human resources.

Authority

Individual board members have no authority to approve actions by the HPRT, to direct staff, or to speak on behalf for the HPRT unless given such authority by the board.

Time Commitment

Quarterly board meetings including preparing for board meetings and participating in committees and attending special events.

Responsibility

Board members are responsible for acting in the best long-term interests of the HPRT and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective.

Key Duties

- The Secretary duties/responsibilities are as following:
- Serves on the Executive Committee.
- Keeps copies of the organization's bylaws and the Board's policy statements.
- Keeps lists of officers, Board Members, Committees, and General Membership.
- Notifies Board Members of meetings.
- Keeps record of Board attendance.
- Makes sure that there is a quorum at Board meetings.
- Keeps accurate Minutes of meetings.
- Records all motions and decisions of meetings.
- Signs Board Minutes to attest to their accuracy.
- Records all corrections to Minutes.
- Keeps copies of Minutes of both Board and committee meetings.
- Keeps accurate record of Executive Committee meetings.
- Distributes copies of Board Minutes and actions to Board Members promptly after meetings.
- Distribute copies of Executive Committee Minutes and actions to Executive
- Committee Members promptly after meetings.
- Conducts general Board correspondence.
- Keeps records of all Board correspondence.
- Signs official documents of the organization as required.
- Orients the new Secretary as needed.
- Makes sure members are notified of Annual General Meetings.
- In the absence of the Chairperson and Vice-Chairperson, chairs Board meetings until the election of an alternate Chairperson.

Qualifications

The following are considered key job qualifications:

- Knowledge of the community
- Commitment to the Association's mission and strategic directions
- A commitment of time
- Openness to learning
- Identify, support, and share funding/donor development opportunities
- Lived experience of poverty (past or present)
- Experience in community collaboration/collective impact
- A commitment to social and economic justice

Evaluation

The performance of individual directors is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.

Removal of a Board Member

A director may be removed from the board, by majority vote, for trying to exercise authority where they have none or for not following the code of conduct or other policies that apply to the board. Being absent from three consecutive board meetings without notice and reasonable cause will result in the automatic removal from the board unless otherwise determined by a decision of the board.