



ROWING CANADA AVIRON SECRETARY

Position Summary:

Rowing Canada Aviron (RCA), the national governing body for the sport of rowing in Canada, is seeking a highly organized and detail-oriented individual to serve as its Secretary. Working closely with the Board of Directors and CEO, the Secretary will be responsible for ensuring the integrity of RCA's governance framework by overseeing compliance with bylaws, maintaining official records, and facilitating the smooth operation of Board and membership meetings.

Key Responsibilities:

Governance & Compliance:

- Ensure compliance with RCA's bylaws, governance policies, and regulatory requirements.
- Document all amendments to the Corporation's bylaws and maintain up-to-date corporate records.
- Ensure that all Board and membership meetings are conducted in accordance with RCA's governing documents and applicable laws.

Board & Committee Support:

- Issue notices for Board meetings and meetings of the membership in accordance with RCA's bylaws.
- Assist in preparing Board agendas and compiling relevant materials.
- Record, maintain, and distribute accurate minutes of all Board and membership meetings.

Membership & Voting Administration:

- Working alongside staff, verify voting credentials of members for the Annual Meeting, Semi-Annual Meeting, and Special Meetings.
- Working alongside staff and the Scrutineer, ensure transparency in the reporting of voting results and the election process.

Additional Responsibilities:

- Act as a key liaison between the Board, CEO, and membership on governance matters.
- Support the Nominating Committee in identifying candidates for designated positions as required by the Board.

Qualifications & Skills:

- Experience in corporate governance, legal administration, or board secretarial roles, preferably within a non-profit or sports organization.
- Strong understanding of governance best practices and familiarity with corporate bylaws.
- Excellent organizational, communication, and time-management skills.
- Ability to handle sensitive and confidential information with discretion.
- Experience with meeting management, minute-taking, and compliance reporting.
- Proficiency in Microsoft Office and governance software (e.g., Board management platforms) is an asset.