



Board of Directors - Secretary

Location: Open to any location in Canada / Indigenous Territories

Position type: Volunteer Board of Directors

Hours of work: 8-10 hours/month

Estimated start date: May 30, 2024

Position Summary

As an Executive Member of Farm to Cafeteria Canada's (F2CC) volunteer Board of Directors, the Secretary plays an important role in record keeping and management of the organization's executive functions. As a Policy Board, F2CC's Directors provide mission-based leadership and strategic governance to the organization. Learn more about F2CC's governance model and team [here](#).

About Farm to Cafeteria Canada

[Farm to Cafeteria Canada \(F2CC\)](#) is a national partnership-based registered Charity whose purpose is to transform how food is experienced, learned and celebrated in all schools across Canada. Learn more about [how we work](#).

Who should apply?

Are you passionate about local and resilient food systems? Do you believe all children and youth should have the right to learn about and access healthy and culturally appropriate food in schools? Are you a highly organized leader who wants to be part of driving positive change in school food environments across Canada? If you answered yes to any of these questions, this position could be for you!

A BC-based Society with a nationwide mandate, F2CC Board membership is open to applicants from across Canada. Board business is conducted in English; however, fluency in French is considered an asset. Meetings are held virtually and access to a stable internet connection is required.

F2CC is committed to building and sustaining a Board that is representative of the unique individuals, sectors, and communities we serve. We value equity, diversity and inclusion and strive to foster a fair and respectful environment that welcomes people of all cultures, ethnic origins, faiths, gender identity or expression, sex and sexual orientation, ages, abilities and other lived experiences. All interested individuals are encouraged to apply.

Duties & Responsibilities of the Secretary

Responsibilities of all members of the Board of Directors, outlined below. In addition, the Secretary:

- Helps to plan and maintains an up-to-date annual Board calendar that outlines priorities and key milestones each year.
- Contributes to planning Board meetings, including the compilation and circulation of meeting packages.
- Records and circulates Board meeting minutes and ensures their approval.
- Ensures the Board is aware of, and in compliance with, all pertinent legislative requirements as a BC Society and Registered Canadian Charity.
- Ensures all official records, including staff records, policies, and bylaws are kept up to date in accordance with BC's Societies Act. This includes oversight of the Board's administrative file management system.



Duties & Responsibilities of the Board of Directors

- Sets and maintains governing policies of the organization.
- Provides strategic leadership and ensures goal-setting in service to F2CC's vision and mission.
- Ensures effective monitoring and reporting on organizational outcomes and impacts in support of its identified charitable Purposes.
- Ensures F2CC's commitment to equity, diversity, inclusion and social justice is implemented across the organization.
- Adheres to the organization's bylaws and ensures compliance with legal and financial reporting requirements.
- Maintains financial wellbeing of the organization, ensuring necessary resources are available; approves annual budgets and audit reports.
- Hires and evaluates the Executive Director and serves as a trusted advisor to them.
- Consults with the Advisory Council and Implementation Partners on an as-needed basis
- Develops the strength of the Board through recruitment, training, self-assessment, and continuous learning opportunities.
- Maintains the best interest of the organization, acting with ethical and legal integrity.

Term & Time Commitment

Board members serve two-year terms, with potential for up to a maximum of three consecutive terms.

Board meetings occur 6-8 times per year and committee meetings take place as necessary to support Board functions. One annual strategic planning retreat (virtual or in-person, if feasible) may be held with F2CC staff, Implementation Partners and Advisory Council members. The average monthly time commitment of Board members is 8-10 hours.

Qualifications

The ideal candidate for this position:

- Is passionate about and commitment to F2CC's [purpose and beliefs](#)
- Brings demonstrated leadership skills and a commitment to collaborative governance and innovative thinking
- Has exceptional organizational skills
- Brings experience in a mid - senior level administrative role (non-profit environment considered an asset)
- Has proficient written and verbal communication skills
- Has knowledge and experience in one or more of the following: non-profit governance, business administration, project management, organizational development & change management, fundraising, legal & risk management, accounting & finance, human resources, strategic communications

Service on F2CC's Board of Directors is without remuneration. Costs incurred as part of performing Board duties (ex. travel, accommodations) will be reimbursed in accordance with organizational policy.

How to apply

Please complete the [online application form](#) by 11:59 pm PST Tuesday, April 16th, 2024