

Job Posting (En)

— Board Secretary

Volunteer Position

Join our board of directors and help shape the future of Fondation Massimadi!

Fondation Massimadi is seeking a Secretary to join its board of directors. This is a unique opportunity for someone with legal expertise who is passionate about community impact and wishes to support the governance and growth of a non-profit organization.

About Fondation Massimadi

Fondation Massimadi promotes the culture and arts of Afro-descendant LGBTQ+ communities. To address our underrepresentation in mainstream cultural spaces, we provide a platform for sharing the artistic works of our communities and implement artistic incubation programs to support the professionalization of young artists from our communities. Through cultural mediation, we raise awareness about discrimination against Afro-descendant LGBTQ+ people and fight against homophobia, transphobia, and racism, while fostering healing and social progress.

Role - Board Secretary

The Board Secretary acts as the guardian of sound documentary governance and the board's decision-making processes. Working closely with the Chair and the Executive Director, this person ensures the rigorous maintenance of board records, compliance with administrative practices, and the smooth flow of information within the board.

Key Responsibilities

- Prepare and distribute meeting agendas in collaboration with the Chair and Executive Director.
- Draft, record, and maintain minutes of board meetings.
- Ensure the secure and organized preservation of the organization's official documents (minutes, resolutions, policies, etc.).
- Track decisions made by the board and ensure adequate documentation.
- Ensure compliance of practices with legal and regulatory requirements and internal bylaws.
- Maintain an up-to-date register of board members.
- Support the board in applying good governance practices.
- Actively participate in board meetings and strategic discussions.

Qualifications

- Experience in governance, administration, or management (experience in a non-profit is an asset).
- Good knowledge of governance principles, compliance, and the legal obligations of boards of directors.

- Excellent writing skills and a strong attention to detail.
- Ability to handle confidential information with discretion and professionalism.
- Strong organizational skills and ability to track files and follow-up items.
- Excellent communication and teamwork skills.
- Interest in community development and commitment to the mission of Fondation Massimadi.
- Ties with the LGBTQIA2S+ community are an asset.

Board Commitment

- Term: Two years (renewable).
- Estimated time commitment: 50 to 75 hours per year, including monthly board meetings (2 hours virtually), meeting preparation and project participation as needed, and occasional participation in Foundation activities.

Application Process

Interested candidates are invited to send their cover letter and CV to Laurent Maurice Lafontant at lm Lafontant@massimadi.ca. Applications will be reviewed on a rolling basis until the position is filled. Shortlisted candidates will be invited to an exploratory meeting with a board member and may attend a board meeting as a guest prior to their official appointment at the next Annual General Meeting (AGM).

We look forward to meeting you!

Fondation Massimadi

www.massimadi.ca