



Secretary, Board of Directors

Do you share the vision of creating a community where no child goes hungry in the Waterloo Region?

Food4Kids Waterloo Region is a not-for-profit charitable organization that delivers nutritious food packages directly to at-risk and vulnerable children when they are not in school. We are governed by a volunteer Board of Directors that provides strategic oversight and governance leadership (as opposed to day-to-day operations). The Board typically meets bi-monthly in person at our Kitchener offices, with additional committee work and annual in-person events such as the AGM and strategic planning sessions.

We are seeking a dedicated and detail-oriented individual to join our voluntary Board of Directors as Secretary. This critical officer role ensures the Board's procedures and documentation are maintained to the highest standards, supporting effective and compliant governance. This is a three-year term (renewable for up to two additional terms) and offers the opportunity to play a foundational role in Board operations, with potential for future leadership positions.

Key Responsibilities & Expectations

This role focuses on procedural excellence, accurate documentation, and record-keeping to enable the Board to fulfill its governance responsibilities effectively. Current time expectations for this role are approximately 3 to 8 hours per month outside of regular Board meetings.

• **Board Procedures & Documentation Leadership:**

- o Collaborate with the Board Chair and Executive Director on developing meeting agendas.
- o Record, prepare, and distribute accurate minutes for all Board and Committee meetings in a timely manner (within one week of adjournment).
- o Maintain comprehensive and organized official records of the Board, including minutes, resolutions, bylaws, policies, and other governance documents using Google Drive, Docs, Slides, and Sheets.
- o Utilize AI tools to capture meeting minutes and action items where appropriate.
- o Support the Board Committees and Board Chair in matters related to board processes, orientation materials, and record management.
- o Assist with regulatory filings and corporate compliance as required.
- o Maintain intimate familiarity with the organization's Corporate By-Laws and Governance Manual.

• **Governance & Oversight:**

- o Contribute to the Board's collective responsibility for governance and oversight of Food4Kids Waterloo Region.
- o Help set risk and materiality tolerance levels for the organization.



- o Participate in setting and executing the long-term strategic plan and organizational culture.
 - o Attend bi-monthly Board and committee meetings (primarily in-person).
 - o Participate in annual in-person events such as the AGM and strategic planning sessions.
 - **Philanthropy & Advocacy:**
 - o Act as an enthusiastic advocate for Food4Kids Waterloo Region, leveraging your personal and professional networks to support fundraising and events.
 - o Actively support the development of new and existing donor relationships.
 - o Commit to making a meaningful annual charitable gift to the organization (a minimum commitment may include sponsoring a child for one year).
 - **Equity, Diversity, Inclusion & Belonging:**
 - o The successful candidate will actively champion, participate in training and advance Food4Kids Waterloo Region's commitment to Equity, Diversity, Inclusion and Belonging. They will foster an environment where all individuals are welcomed, respected, and supported, ensuring that the organization reflects and serves the full diversity of the community.
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Candidate Qualifications

We're looking for an individual with a strong commitment to our cause and the following qualifications:

- **Passion for the Mission:** A strong belief in Food4Kids Waterloo Region's mission of eliminating childhood hunger and a desire to create meaningful change.
- **Organizational & Documentation Expertise:** Exceptional attention to detail, strong writing and organizational skills, and experience with meeting documentation (minutes), record-keeping, and procedural management. Prior board secretary experience or a similar administrative governance role is a strong asset. Proficiency with Google platforms (Gmail, Drive, Docs, Sheets, and Meet) is required.
- **Governance Knowledge:** Understanding of not-for-profit board governance principles and best practices, with a willingness to become intimately familiar with the organization's By-Laws and Governance Manual.
- **Professional Background:** Experience in administration, legal, corporate governance, or related fields is preferred.
- **Executive Leadership:** A track record of proven leadership at an executive or senior level with a willingness to "roll up your sleeves" and leads by example as it relates to board duties. Not-for-profit or industry Board experience is an asset.
- **Collaborative Spirit:** The ability to work effectively with other board members and stakeholders.
- **Community Ties:** Must have ties to the Waterloo Region through residence, work, or a comparable connection, and be able to attend in-person Board and committee meetings and events.
- **Vulnerable Sector Check:** Must be able to provide a Vulnerable Sector Check to the Board prior to beginning the role.



If you are a dedicated individual with the skills to help us maintain strong governance practices and the passion to fight childhood hunger, we encourage you to apply.

Please submit your application by filling out our Google intake form at:

<https://docs.google.com/forms/d/e/1FAIpQLSfsJQ6MmkvYw9lXb0yOglyGPK-DAVkxepnTMf7fvqGybhmgYQ/viewform?usp=dialog> for consideration. Applications will be reviewed on a rolling basis until the position is filled or by June 26, 2026.