

Sprouting Chefs Society

Burnaby

sproutingchefs.com

Volunteer Board Members are needed for a secretary position who has experience and or passion for youth, education, community building, committee creation, visionary, community outreach and engagement all are assets we would welcome around our table to advise and consult in the advancement of the organization. Key areas of need are those who are or have been a Grant Writer/Fundraiser, City of Burnaby Councilors, School District Administrator, Outdoor Educator, Holistic Nutritionist, Previous Charity or Non-Profit Experience.

Role Responsibilities

- Committed to the work of Sprouting Chefs Society
- Keeps copies of the society's by laws and policies
- Brings copies of monthly meeting minutes to each meeting
- Attends each board meeting to record the meeting minutes as well as the attendance of each board member
- Ensures both board meeting minutes and any committee meeting is recorded and kept
- Ensures meeting minutes are distributed to every board member whether in attendance or not in a prompt manner (within a week of each meeting)
- Ensures each subsequent meeting is noted at the end of each meeting

Skills

- Ability to synthesize and determine focus
- Organizational ability
- Visionary
- Planning ability
- Strong Communicator
- Knowledge and Understanding of Sprouting Chefs
- Active Volunteer
- Self Aware
- Knowledge of board governance
- Connected in the Community
- Ability to analyze and take calculated risks

Time Commitment:

- 2 hours per month including attending each board meeting, taking minutes and distributing to all board members
- Additional hours may be asked for fundraising events or events where Sprouting Chefs is featured.
- 2 yr term with 1 renewable term

Have the phrases detail oriented and organized been used to describe you? Do you love the idea of contributing, learning and growing in a voluntary role while providing exceptional advice and support? Does it excite you to be a part of something that is transformative and evolutionary when it comes to making a difference in a child's life? Do you consider yourself innovative, resourceful and reliable?

Our board meets once a month on a Tuesday early evening with an Annual General Meeting that is mandatory for every board member in September. We are a small board looking to expand to ensure quorums. Our hope is that each board member actively engages in each board meeting with advice, collaboration ideas and is able to help build our charities sustainability via connections with your networks.

Required degree level

- Volunteer

Years of experience (Optional)

- 1 - 2 years of experience

Required languages (Optional)

- English

Required skills (Optional)

- MS Word

*Apply or learn more by contacting barb@sproutingchefs.com