



Secretary – DTES Neighbourhood House Board

Description

Seeking board secretary for immediate election to board: Apply by January 31st, 2026

Summary

We are seeking a secretary for our board directors who is passionate about contributing their skills and experience to making a difference in Vancouver's Downtown Eastside (DTES). As secretary, you will play a key role in co-ordinating meetings, communications, and information management for the board.

About the Neighbourhood House

The Downtown Eastside Neighbourhood House (DTESNH) is a secular, grassroots organization that provides a welcoming environment for residents to participate in community-driven programs. Our mission is to create opportunities for meaningful engagement in an equitable atmosphere of sharing and learning. Each year, we welcome nearly 9,000 residents, addressing critical issues like food insecurity and offering leadership, social, and recreational opportunities within a vibrant community.

About the Board

Our board is a group of caring and committed community members and leaders who work collaboratively as directors to provide leadership and good governance in advancing the DTESNH mission, and who participate as volunteers in diverse initiatives.

About the Secretary Position

The Secretary serves as the Board's records officer and process owner for meetings, communications, governance documentation, and statutory filings—ensuring decisions are captured accurately, members are properly notified, and the Society's records remain complete, confidential, and compliant. The role is primarily one of information management, ensuring that key documents are created, maintained, organized and accessible.

Key responsibilities include:

- Board meeting management, including meeting organization (in-person or virtual), agenda preparation and minutes.
- Organization of Annual General Meetings of the DTES Neighbourhood House Society.
- Maintenance of Society records in online database, include meeting records, membership register, legal documents, directors register, and other board records.
- Ensuring compliance with external regulations and with board policies and procedures.
- Statutory filings, including B.C Societies Registrar.
- Communications coordination with directors including meeting notification, electronic voting.

About Core Director Responsibilities and Expectations

- Understand and be willing to carry out the duties and responsibilities of a director as outlined in the regulations governing our operation as a registered Canadian charity and a B.C. registered society.
- Attend monthly board meetings as a fully informed director prepared to engage in discussion and decision-making.
- Commit to a 2-year term as director, and to at least 3-5 hours per month to core board duties, which may include volunteer support of various initiatives.

About Who We're Looking For – individuals who bring:

- An understanding of the DTES community, alignment with the values of the DTESNH, and a passion for community service.
- Proficiency with basic information technology, including virtual meeting platforms, and document management tools.
- Knowledge of non-profit sector environment, including funding management and regulatory compliance.
- Strong organizational, time management, interpersonal, communication and collaboration skills.
- We welcome and value a wide range of backgrounds, experience and skills among our directors, recognizing that the skill set for the secretary role is common to many professional and entrepreneurial careers, as well as community volunteer roles.

How to Apply

- Send your resume with a cover letter describing your interest in joining the board to Benita Ho, Board Chair, at natureandnatural1968@gmail.com.
- Applicants agree to meeting with the DTESNH board recruitment team to assess mutual fit.

DTESNH Location and Heritage

Our activities take place within the Unceded Territory of the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations, honoring the land and its original caretakers

Learn More about the DTESNH:

Discover more about our mission and how you can contribute at dtesnhouse.ca.

Join us in our journey to empower and uplift the Downtown Eastside community by contributing your leadership and expertise. Together, we can make a lasting impact!