



Volunteer Role Description

Secretary – Board of Directors

Kamloops Search and Rescue (KSAR) is a volunteer search and rescue team with a wide variety of skills providing an important life-saving service to the public, 365 days a year, 24 hours a day.

Currently, KSAR is looking for a volunteer to join the Board of Directors as the organization's Secretary.

Key Responsibilities:

- Take and distribute minutes during the monthly Board meetings (virtual) and the quarterly, in-person, Business meetings.
- Ensure that organizational records are maintained, including up-to-date lists of Directors and members, the Society's Bylaws and organizational chart, etc.
- Use the DMS/D4H system (training to be provided)
- Communicate meeting notices and the timely distribution of meeting materials
- Manage the general correspondence of the team, including picking up and processing mail from the post office box
- May be designated as a signing authority

Knowledge, Skills & Abilities:

- Detail oriented and organized
- Able to maintain the confidentiality of sensitive information and materials
- Pass a criminal record check
- Excellent communication and organizational skills
- Ability to work effectively both independently and as part of a team
- Experience working in a social impact organization is preferred

Location:

- This position is mostly remote, but will require attendance at quarterly in-person meetings

Time Commitment:

- Hours will average 2 hours a week

Application Process:

- Please send an email expressing your interest and detailing how you fit the role to recruiting@ksar.ca