

Lindenholm Ministries
Employment Opportunity

Recording Secretary

Job Summary

The Lindenholm Ministries Board of Directors requires a Recording Secretary for their Board Meetings and Annual General Meeting. This is a self-employed, paid part-time casual position.

Time Requirements

The Board Meetings are held at Grant Church from 6 pm - 9 pm on a quarterly basis. The Annual General Meeting is typically held in the evening and is 1 - 1 1/2 hours in length.

The dates for the 2026 Board Meetings are as follows: Jan 26, April 27, July 27 and Oct 26. The AGM will be in May (date TBA)

Responsibilities

- Take notes at the Board Meetings and AGM
- Type the meeting notes at home into Minutes using the same format as used previously
- Email the typed Minutes to the Board Chair and one other Board Member within 7 days of the Board Meeting for review and editing
- Amend the minutes if any changes need to be made
- Email final copies to the Board Chair within 14 days of the Board Meeting

Requirements

- Confidentiality Policy Statement to be signed
- ability to condense information from the meetings into notes/Minutes
- emphasis on accuracy
- good computer skills

Inquiries

Inquiries along with a resume can be sent to Elizabeth Knight keknight@shaw.ca