

## (Community) Chapter Secretary

Volunteers play an integral role in delivering our promise of finding cures for Crohn's disease and ulcerative colitis and improving the lives of Canadians living with these chronic diseases. As a volunteer with Crohn's and Colitis Canada, the impact of your efforts will be felt by the millions of Canadians affected by Crohn's or colitis today, and for years to come.

We are seeking individuals passionate about making a difference in their community to join a team of dedicated volunteers in the role of Chapter Secretary.

This role involves virtual and/or in-person interactions. Crohn's and Colitis Canada encourages volunteers and community members to be fully vaccinated against COVID-19 as defined by their local or provincial Public Health authorities. We take the health, safety, and well-being of volunteers seriously, especially in light of the fact that people with Crohn's disease and ulcerative colitis may have compromised immune systems, which is why we continue to follow the guidance of local Public Health authorities.

All volunteer positions at Crohn's and Colitis Canada require a conversation to discuss the role and your goals for volunteering.

Are you the right fit for the team?

As the Chapter Secretary you will provide detailed support on core activities, including:

- Adhering to Crohn's and Colitis Canada policies and procedures, including the Volunteer Code of Conduct
- Supporting the Chapter President in preparing and distributing agendas, taking notes, supporting follow-up on action items
- Lead management and monthly maintenance of local contacts (names and emails of volunteers, members, vendors, and other partners) for submission to Crohn's and Colitis Canada
- Helping ensure Chapter records are kept up to date and regularly communicated with staff partner (i.e. Chapter Annual Plan, role vacancies, upcoming events)
- Ensuring incoming/outgoing Executive volunteers share local documents (i.e. event notes, contacts, etc.) to ensure knowledge transfer and receive training and support for their role

Time Commitment:

- 1-2 hours per week for ongoing support and liaison with Chapter volunteers

- Evening and weekend activity is required to attend Chapter meetings and capture high traffic times. Some daytime availability is ideal for liaison with staff partner (phone calls, emails)
- This role requires a commitment of a minimum of 1 year, with an option for re-election

What you bring:

- Excellent attention to detail, well organized and great with follow-through
- Experience taking minutes. Previous non-profit sector experience and/or CA designation is an asset
- Strong communication skills, both verbal and written and comfortable training others on financial matters
- Ideally, experience in a Chapter volunteer role

What we offer:

- A community of support, a dedicated staff partner, a team of peers, and role-specific training
- An opportunity to use and grow professional skills, expand your network
- A hands-on chance to make a meaningful difference in the lives of people living with Crohn's and ulcerative colitis in your community

Crohn's and Colitis Canada commits to supporting you in your role and to providing an engaging volunteer experience. Your feedback is appreciated-

[volunteer@crohnsandcolitis.ca](mailto:volunteer@crohnsandcolitis.ca)