



JOB DESCRIPTION

JOB TITLE	Board Secretariat Coordinator
MINISTRY/DEPARTMENT	Governance
REPORTS TO	Chief Governance Officer
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	August 2024

POSITION SUMMARY

The Board Secretariat Coordinator provides administrative and clerical support to MNBC Board Members. The Board Secretariat Coordinator is the head administrative support for MNBC Board Meetings, and MNBC Board Executive Committee meetings.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Provides administrative assistance to seven (7) MNBC Board Members, including writing and editing correspondence, as well as responding to individual Board Member requests.
- Organizes meetings, including scheduling, sending reminders, preparing meeting agendas, and organizing catering when necessary.
- Prepares and distributes draft meeting minutes within seven days following a Board meeting.
- Maintains comprehensive and accurate corporate records, documents, and reports.
- Records all action items and follow up with corresponding Senior Staff and/or Board Members to ensure completion.
- Researches previous Board decisions in preparation for Board meetings, as required.
- Ensures meeting minutes are posted online as soon as they have been approved by the Board.
- Answers incoming phone calls and emails and accurately take and relay messages.
- Supports Board Members with hardware inquiries, such as phones, printers, and computer issues.
- Supports Métis Nation Governing Assembly (MNGA) and Assembly General Meeting (AGM) planning, as required.
- Coordinates travel arrangements and creates trip itineraries for Board Members, as needed.
- Performs minor accounting and bookkeeping duties to submit expense claims for Board Members and expenses related to Board Operations.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- None.



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QUALIFICATIONS

- Diploma in office administration, or a related field from a recognized post-secondary institution.
- Minimum five (5) years experience in a senior administrative role.
- A combination of relevant experience, education and training will be considered.
- Working knowledge and experience of board operations an asset.
- Experience operating standard office equipment.
- Ability to maintain a high degree of confidentiality and act with appropriate discretion, in a calm and professional manner.
- Demonstrated ability to communicate at a high level both verbally and in writing.
- Demonstrated ability to problem solve and make decisions.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including MS Office 365, virtual meeting platforms, document-sharing platforms, and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâchitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.