



## **Board Administrator**

Full time Position

### **Background**

The Centre for Addiction and Mental Health (CAMH) Foundation seeks an exceptional individual to fulfill the role of **Board Administrator**. Our Board and Cabinet are comprised of a group of exceptional business and community leaders who are fully committed to our mission of Transforming Lives. Through their efforts, great strides have been made toward the complete redevelopment of the CAMH Queen Street site.

The successful candidate is a resourceful administrative professional with experience providing full support to a not-for-profit Board of Directors. The position calls for an individual who is detail-oriented, confident, a self starter, highly professional and discreet. It is critical that the Board Administrator be motivated by the opportunity to manage the day to day as well as to develop and implement systems that enhance Board effectiveness. It is also of great importance that the individual embrace the vital mission of CAMH and support our goals and values through everyday behaviour.

Working closely with the CEO (Corporate Secretary), the VP Finance and Administration, and the VP Philanthropy the Board Administrator will join the CAMH Foundation's dynamic and committed team.

### **Overall Responsibility of the Position**

The position is responsible for the overall coordination of Board, Board Committees and Cabinet, along with annual workplans including meeting schedules, agendas, recording and transcribing of minutes and action plan follow-through. In addition, all general matters relating to the Board (such as board correspondence) are administered by the position. The position will also oversee the corporate records for the Foundation. The incumbent is an important member within the Foundation team. Up to 30% of the individual's time will be in non-board areas of responsibility including providing backup and support as needed.

### **Specific Duties:**

1. Administer and support the Board, Board Committees and Cabinet including developing and distributing agendas and meeting materials, taking minutes, producing all final documentation of meetings and ongoing follow-up on action items from all meetings.
2. Quality control of all materials to meet organization standards and by-law requirements.
3. Ensure timely notification of all board members, management members and guests regarding meetings and coordinate all logistics such as delivery of documents, facilities, catering etc.
4. Maintain information related to board members including contact information, tenure, terms of office, and attendance.
5. Ensure that annual objectives and work plans, past minutes and a copy of the foundation by-laws are available at all meetings.
6. Coordination and support for Annual General Meeting; Board Retreat, etc.
7. Oversee the corporate records for the Foundation.

8. Under the direction of the Corporate Secretary, prepares materials for compliance/filing with regulatory bodies.
9. Support other management team executives with specific responsibilities and backup as well as on special projects.

**Qualifications:**

- Post secondary education;
- Minimum five years' experience providing senior level administrative support;
- Experience in coordinating all matters pertaining to the affairs and decisions of a not-for profit Board of Directors;
- Ability to adapt to the individual needs/working style of Board members;
- Experience in a fundraising environment desirable;
- A responsive customer service orientation; ability to follow up assertively, yet diplomatically;
- Exceptional attention to detail and deadlines; demonstrated experience recording accurate minutes of meetings;
- Experience with systems and processes that produce consistently high quality products;
- Demonstrated ability to work independently, effectively prioritize work, manage deliverables and handle a fast-paced work environment;
- Advanced proficiency with Microsoft Office, particularly Word, Outlook, Powerpoint and Excel; experience setting up and maintaining corporate database and network files an asset;
- Excellent written and verbal communications skills;
- A reputation for absolute discretion with confidential and sensitive information;
- Excellent team skills;

Minimum salary: \$40,000

**How to Apply:**

Please send a covering letter and resume no later than 4:00pm on Friday, February 19<sup>th</sup>, 2010 to:

Email: [HR\\_Foundation@camh.net](mailto:HR_Foundation@camh.net) (preferred)

By mail:

CAMH Foundation President and CEO's Office  
901 King Street West, Suite 502, Box 20  
Toronto, Ontario  
M5V 3H5

*Individuals with diverse backgrounds and bilingual skills are encouraged to apply. While we sincerely thank all applicants for their interest, only those selected for an interview will be contacted.*

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