

## **VANCOUVER INTERNET EXCHANGE** **VOLUNTEER CORPORATE SECRETARY**

### **The Organization**

Vancouver Internet Exchange (“VANIX”) is a not-for-profit Canadian Corporation that contributes to the economic and social development of the Greater Vancouver area and the broader Internet community by operating one of Canada’s leading Internet exchanges. In that capacity, it provides infrastructure for the exchange of communications traffic among a variety of network operators, including Internet service providers, network service providers and content service providers. VANIX is governed by a volunteer Board of Directors comprised of enthusiastic and collegial individuals who have a variety of relevant skills, qualifications and experience. The Officers of VANIX, including the Secretary, are appointed by, and from among, the Board of Directors. See <https://vanix.ca> for further details about VANIX.

### **The Opportunity**

VANIX seeks a volunteer Secretary for the organization. The successful candidate must be prepared to serve on the Board of Directors of VANIX and be appointed Secretary. The successful candidate will be prepared to serve in that capacity for a minimum of two years, subject to the by-laws of the Corporation.

### **The Position**

The Secretary’s duties are:

- To ensure that meetings of members, directors and committees are scheduled, organized, conducted and documented according to law and the by-laws of the Corporation;
- To oversee the Corporation’s annual director candidate nomination process;
- To ensure that the by-laws, terms of service, policies and resolutions of the Corporation are kept current and to promote compliance therewith;
- To ensure that the Corporation’s books, records and accounts for services provided by third parties are properly maintained and accessible, as appropriate;
- To oversee the Corporation’s contract formation and administration and promote compliance therewith;
- To facilitate the orientation and education of directors, officers, staff and volunteers;
- To ensure that annual board and director evaluation processes are conducted;
- To oversee all formal communications with the members of the Corporation;
- To facilitate keeping the administrative and business processes of the Corporation up to date and promote compliance therewith;
- To serve as the human resources contact for the organization, including oversight of the most senior staff person’s administrative duties;

- To coordinate strategic planning and risk management activities, as well as generative discussions by and among the directors of the Corporation;
- To obtain legal advice for the organization as required to promote legal compliance by, and protect the interests of, the Corporation; and
- To perform such other duties as the Board, or the Chair of the Board, may specify.

## **Qualifications**

The successful candidate:

- Meets the relevant statutory qualifications for a director under the *Canada Not-for-profit Corporations Act*;
- Has worked in a corporate secretary or position encompassing similar duties in a private, public or not-for-profit organization for at least three years;
- Has managed staff;
- Is able to attend monthly VANIX board meetings, plus the annual meeting of members;
- Has excellent communications skills;
- Preferably is qualified to practice law in a Canadian jurisdiction or has legal training;
- Values making contributions in the areas of governance, strategic planning, policy development and organizational oversight in furthering the objectives of VANIX; and
- Adopts a collegial approach to organizational participation in which the contributions of all participants are valued and all stakeholders are treated with respect.

## **Application Process and Deadline**

Applications that are responsive to the requirements of the position, accompanied by a current CV must be received at [secretary@vanix.ca](mailto:secretary@vanix.ca) by no later than July 31, 2020.