



The Barrhaven Food Cupboard is a community led, non-profit charitable organization that provides food assistance to families in need in the Barrhaven area through the generosity of our community. Barrhaven Food Cupboard is managed and run entirely by volunteers who want to help those in need in our community. Our volunteers come from all walks of life and are dedicated to “NEIGHBOURS HELPING NEIGHBOURS”.

The Barrhaven Food Cupboard is looking for a dedicated and energetic individual who would like to be part of a great team in helping to deliver a very worthwhile service to the Barrhaven community by joining our Board of Directors in the capacity of the Secretary.

The role of the Secretary is to:

- Attend regular Board of Directors meetings;
- Keep a record of the minutes of the proceedings of the Board of Directors and Annual General Meetings;
- Give notice of all such meetings as required;
- Conduct, in association with the President, all correspondence;
- Maintain the membership list and ensures that the new members of the Board of Directors receive copies of the Constitution, recognized policies and regulations;
- Ensure that the records of the BFC are maintained as required by law and made available when required by authorized personnel;
- Ensure that bylaws are available at all meetings;
- Prepare and submits information documents, in conjunction with the appropriated Board member, as required by governments and other authorities; and,
- Maintain volunteer files/database of volunteers.

If interested in being considered for this position, please contact us at [assistance@barrhavenfoodcupboard.ca](mailto:assistance@barrhavenfoodcupboard.ca) for further information.