

DRAFT CYM General Secretary-Treasurer Job Description December 7, 2021

The General Secretary-Treasurer is an organizational leadership position, with responsibility for the administration and good operation of Canadian Yearly Meeting of the Religious Society of Friends (Quakers). The General Secretary-Treasurer is accountable to the Trustees and Clerks of CYM, and reports to the Clerk of CYM.

Qualifications and Skills

- a university degree, or equivalent combination of education and experience
- excellent written and spoken communication skills
- experience with Quaker practices and Canadian Yearly Meeting (preferred) or experience with non-profit organization(s)
- ability to nurture spiritual leading in self and others
- ability to take initiative and introduce efficiencies
- experience leading people and projects, including troubleshooting and internal communication
- experience of human resources management, including knowledge of relevant Canadian legislation and regulations
- experience empowering and supporting youth and young adults
- knowledge of database programs and technology platforms related to the organizational requirements
- experience with budgeting, spreadsheets, and financial management and controls
- experience managing risk within an organizational context
- understanding of and commitment to equity and inclusion in an organizational context
- ability to coordinate and collaborate with volunteers

Responsibilities:

Operational Support and Office Management

- In collaboration with CYM Clerks, other CYM staff, contractors, and committees (as appropriate), foster effective communication and record keeping regarding CYM decisions, operations, programs, and plans.
- Attend Clerks' Committee meetings to share knowledge of CYM operations and facilitate effective information flow.
- Support CYM Clerks and Committees as needed, including helping prepare risk assessment reports, legal consultations, employment and contracting agreements.
- Ensure complete minutes of CYM and all committees are distributed, filed, and archived. Identify and communicate follow-up tasks.
- Support Personnel and Finance Committees with information about decisions and required actions.
- Attend meetings of the Clerks' Committee, Finance Committee, Personnel Management Group, CYM-in-session, and Representative Meeting (and Trustees on request). Attend other CYM Committees' meetings as appropriate.
- Support staff in identifying appropriate professional development opportunities.
- Ensure that office computer systems and databases meet organizational needs, and that electronic and paper records are organized and securely backed up.
- Be responsible for negotiations relevant to the physical locations of CYM offices.

- Implement systems to preserve institutional memory for the transfer of files, the clarification of responsibilities to enable smooth transitions of clerks, employees, contractors and volunteers as necessary.

Canadian Young Friends Yearly Meeting

Arrange support for Canadian Young Friends Yearly Meeting for networking, access to resources, creating budgets, CYFYM programs, and implementation of CYM policies.

Personnel Administration and Management

Policy Implementation:

- Facilitate implementation of the CYM policies.
- Act as an agent of the CYM Trustees, responsible for implementation of CYM Personnel Policy, including training, in conjunction with the Personnel Committee and the Personnel Management Group.
- Work with Personnel Committee and Clerks' Committee to ensure that the CYM personnel system uses human resources best practices, and is accessible to and implemented by CYM committees, including recommending improvements to CYM's Personnel Policy and practices.

Management:

- Serve as the direct contact for all CYM personnel and contracting matters.
- Supervise the work of most CYM staff including the allocation of staff time to support CYM committees.
- Ensure effective, regular CYM staff meetings.
- Oversee hiring and departures of staff as approved by Clerks' Committee and in consultation with Finance Committee.
- Oversee hiring, engagement, renewal and termination of contractors in consultation with the relevant Clerk and Committee.
- Provide orientation for new employees and contractors.
- Oversee the work of contractors in conjunction with relevant committees.
- Oversee exit process for departing employees and contractors.
- Ensure appropriate documentation and filing of all personnel matters.
- Maintain connection with and attend meetings of Secretaries and Superintendents of other Yearly Meetings or Quaker bodies.
- Be the point of contact for workplace conflicts, discrimination, harassment and violence complaints and act as a resource to facilitate resolution.

Legal Compliance

- Monitor relevant employment laws and regulations and work with Personnel Committee to ensure the Personnel Policy complies with legal requirements and human resources management best practices.
- Consult and liaise with Human Resources advisors and employment lawyers, as needed.
- Ensure compliance with CYM's responsibilities as an employer, including occupational health and safety standards.
- Ensure CYM complies with current regulations with respect to charity law and corporate law (not-for-profits).

Finance Management

- Communicate with the Trustee Treasurer, Finance Clerk and Finance Committee
- Work with the Trustee Treasurer to develop clarity on the related responsibilities of the General Secretary-Treasurer and the Trustee Treasurer.
- Attend Finance Committee meetings and provide support with respect to the budget and financial status of CYM.
- Communicate financial status (budget, actuals, and projections), financial needs and vision to CYM.
- Work with the Accountant to construct the CYM budget, including coordinating budget requests from relevant Committees.
- Support the accountant and CYM in making interim financial decisions.
- Support Contributions Committee to develop, implement, evaluate and improve a fundraising plan for CYM.
- Assist committees, as needed, with creating budgets and applying for grants (including the Samuel Rogers Memorial Trust).

Professional Development

- Attend educational seminars relevant to the workings of CYM.
- Share information and recommendations with Clerks' Committee, CYM Trustees, and staff regarding relevant new developments.