



CFES  **FCST**
Canadian Federation of Earth Sciences | Fédération canadienne des sciences de la Terre

The coordinated voice for Canadian Earth Sciences | La voix coordonnée des sciences de la terre au Canada

www.CFES-FCST.ca

CFES Secretary

The Canadian Federation of Earth Sciences (CFES) is seeking a Secretary. We are looking for an individual with the time and enthusiasm to serve as a Director of CFES, fill the office of Secretary and assume responsibility for various secretarial duties. The CFES Secretary is a central person to the organization and a key contributor to operations, leadership, continuity, and corporate memory. The Secretary is also a member of the CFES Executive Committee. Detailed responsibilities of this volunteer position include:

1. Maintain the corporate records and archives, and administer CFES' on-line folders and file storage
2. Establish knowledge of CFES bylaws, operations, Member Organizations and Observer entities
3. Keep up-to-date contact information for all CFES participants and stakeholders, capturing changes in volunteers, representatives and others involved, and their contact coordinates
4. Monitor the corporate email (cfes.earthscience@gmail.com), check*, or arrange checking of, the mail box for physical mail and maintain rapport with Department of Department of Earth and Environmental Sciences at the University of Ottawa, where CFES has its official registered address. *Ottawa residency is desired but is not essential.
5. Support planning and execution of monthly Board meetings (all virtual - 90 mins each), the annual 2-day Council AGM (combo face-to-face/virtual - usually held at the University of Ottawa), and two interim Council update meetings (both virtual - 60 mins each)
6. Prepare minutes for Board meetings, the Council AGM, and notes for Council update meetings - documenting all Motions and Actions and capturing related discussion (abbreviated). Manage and maintain meeting agendas folders and minutes
7. Ensure timely circulation all incoming correspondence to officers, directors, and committee chairs, etc. as warranted. Send out meetings notices, circulate minutes and forward correspondence to Member Organizations, Observer entities and others, as required

Duties of Secretary are ongoing and needs dependent; they can be expected to average a 2 – 4-hour time commitment per week over the course of a three-year term. The Board of Directors is responsible for the administration of CFES and for running all its programs on behalf of the CFES Council. The Board currently comprises ten directors, five of whom, including the Secretary, also serve as officers and form the executive.

CFES Board expenses and travel are covered as per the expense policy.

Those interested should submit their nomination to Graziella Grech, Chair, CFES Nominating Committee, at cfes.pastpresident@gmail.com.