



**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](http://www.CFES-FCST.ca)

### **Role Description: CFES Secretary**

The Canadian Federation of Earth Sciences (CFES) is seeking nominations for or expressions of interest in the position of Secretary (three year term).

The Canadian Federation of Earth Science (CFES) is the umbrella organization including thirteen Canadian Earth science member organizations (MOs), as well as seven observer organizations. At the core of CFES is the CFES Council, made up of representatives from each of the MOs. In addition to the Council, CFES has a Board of Directors. The Board of Directors is responsible for the administration of CFES and for managing programs as governed by the Strategic Plan under the auspices of the CFES Council. The Board comprises an Executive Committee (also Directors) and five other Directors. The Executive consists of the CFES President, President-Elect, Past-President, Secretary and Financial Director.

We are looking for an individual with the time and enthusiasm to serve on the Board of Directors as an Officer and member of the Executive, to contribute to the effective management of CFES and to make, and to distribute and preserve accurate and concise records and contact information for CFES operations at the corporate email address: [cfes.earthscience@gmail.com](mailto:cfes.earthscience@gmail.com)

Detailed responsibilities of this volunteer position include:

1. As an Officer and member of the Executive of CFES, establishes and maintains a thorough understanding of, and ability to communicate all CFES bylaws and operations, as well as an understanding of our Member and Observer Organizations, maintaining effective two-way communications.
2. Records all formal meetings as digital files and produces typed condensed minutes including a list of ACTION items and MOTIONS passed, followed by a complete but concise record of the meeting. Provides draft minutes of previous meetings for review, revision and adoption at the next CFES Board meeting and posts final minutes in corporate digital files accessible online to all Board members. Similarly, posts draft and final minutes of Council meetings in folders accessible online to all Councilors (Member Organization Representatives) and Board members. Preserves and manages all electronic documents and digital folders.
3. Collaborates in planning and hosting regular monthly Board online meetings, two mid-year virtual Council update meetings, and the 2-day hybrid in-person/virtual CFES annual AGM and Council meeting (usually held in Ottawa). Prepares and forwards online invitations to these meetings, forwards appropriate links and pertinent documents, and manages related communications.



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4. Maintains up-to-date contact details for CFES Board members, Member Organization Reps and Presidents, and monitors the corporate email address regularly. Ensures that the Board has timely and relevant information on upcoming meetings, and forwards incoming correspondence to the relevant officers and directors for action as warranted.
5. Liaises with CFES Member Organizations and Observer entities regarding general notices and records of meetings, both online and in person, and regarding any changes in personnel and contact information within the CFES organizational structure.
6. Contributes to Executive, Board and Council discussions and deliberations regarding matters on the agenda and in the Strategic Plan. The CFES Board of Directors is responsible for the administration of CFES and for running all its programs on behalf of CFES Council and Member Organizations. The Board currently comprises eight directors, five of whom, including the Secretary, also serve as officers and form the Executive.
7. Maintains subscription and licenses for the GoToMeetings application used by CFES.
8. Maintains communication with the Department of Earth and Environmental Sciences at the University of Ottawa, host of the CFES Annual General Meeting and our postal address.

The CFES Board expenses policy covers costs to attend meetings. Ottawa residency is not essential.

Those interested should contact Chair, CFES Nominating Committee, at [cfes.pastpresident@gmail.com](mailto:cfes.pastpresident@gmail.com)