



## **The Port Coquitlam Heritage and Cultural Society**

### **Position: Board Secretary**

The Port Coquitlam Heritage and Cultural Society (PoCo Heritage) is a volunteer driven non-profit organization that operates Port Coquitlam's only museum and archives, the PoCo Heritage Museum and Archives, and is dedicated to celebrating and preserving Port Coquitlam's diverse heritage and culture.

We are looking for a new Secretary to join our volunteer working Board of Directors!

The Board is involved with all aspects of the Society's and the Museum and Archives' governance and operations including; creating exhibits, developing educational and community programming, organizing fundraising and social events, and conducting community research. The Board provides the governance for the Society and the PoCo Heritage Museum and Archives through the development and implementation of our Strategic Plan.

The Secretary be responsible for the creating the agendas and minutes for the Board meetings and Society General Meetings, and will be responsible for their management. The Secretary will also liaise with the President and the museum Manager and Curator.

### **Time Commitment:**

- The Board meets monthly, the second Thursday of the month at 5:00 p.m.
- Board Member terms are for two years, commencing April 2019
- Additional ongoing committee involvement, approximately 5-10 hours per month

### **Qualifications:**

- An interest in community history and heritage
- A team player with good interpersonal skills
- Excellent spoken and written English communication skills
- Willing and able to work and be involved in operational committees
- Computer literacy, specifically working with PCs and Microsoft Office, and Google services (Gmail, Drive, and Docs)
- Excellent organization skills and time management

### **Benefits:**

- Make a positive difference in the Port Coquitlam community
- Be part of a social, appreciative environment where you can get immersed in community focused heritage and culture
- An opportunity to share your talents, knowledge, and experiences
- The opportunity to develop or enhance valuable skills



If you are interested in this volunteer position please submit a PDF cover letter and resume to:

Linda Sliworsky, President  
president@pocoheritage.org  
Subject: Board Secretary Position