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## The Port Coquitlam Heritage and Cultural Society

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! PoCo Heritage is a community-focused not for profit that envisions a community enriched by its culture and connected to its past. Our mission is to celebrate and preserve Port Coquitlam's diverse heritage and culture through community engagement.

### **We are looking for a 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 PoCo Heritage Museum and Archives is run by a full time Museum Coordinator, Kanchan Lal, who reports to the Board through the President.

#### **Secretary Position Description**

- Attend and record all Society and Board meeting minutes
- Responsible for distributing meeting minutes and keeping all records
- Assist with the governance of the Society and the Museum and Archives

#### **Qualifications**

- Interested in community history and heritage
- Have excellent spoken and written English communication skills
- Be willing to work and be involved in committees
- Be computer literate and have a device at home for email communication
- Have excellent organizational skills

#### **Time Commitment:**

- The Board meets monthly, currently the 2nd Thursday of the month at 5:30pm (*Subject to Change*)
- Board Member terms are for two years, starting date TBD
- Additional ongoing committee involvement
- Reading and responding to email correspondence

#### **Benefits:**

- 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:**

Julie Schmidt, President  
[president@pocoheritage.org](mailto:president@pocoheritage.org)  
**Subject: Secretary Position**