



## Recording Secretary – Part Time

The Mississaugas of the Credit Business Corporation (MCBC) is seeking an experienced Recording Secretary to prepare official minutes of board and committee meetings. This is a unique opportunity for an accomplished and passionate administrative professional to be part of MCBC's drive for economic reconciliation in the heartland of the Canadian business community.

## Duties of the Board Recording Secretary

MCBC has a need for an experienced administrator with strong language, writing, word processing and records management skills to prepare minutes of board and committee meetings. The primary duties for the Recording Secretary are:

- Take notes during the meetings to capture the decisions and relevant discussion to arrive at those decisions.
- Focus on WHAT has been decided and WHO has been assigned tasks, including a short description of the rationale as necessary.
- Return draft and final minutes in a timely fashion under the direction of the board or management of MCBC.
- Ensure the information captured and conveyed in the minutes is clear and can be easily discerned to avoid confusion and / or misinterpretation.
- Comply with the format and template established from time to time by the board and management of MCBC.
- Utilize and maintain the electronic filing and naming conventions for the minutes as determined from time to time by the board and management of MCBC, and ensure that all files, including drafts, are electronically stored in an appropriate manner.
- Work with the board and committee chairs and CEO to review processes and continually seek efficiencies and process improvements.

Additional duties, depending on the part-time employee's availability, could include:

- Distributing the meeting materials as necessary in advance of meeting and the minutes following meetings in a timely fashion.
- Coordinating and arranging meetings for the participants.
- Managing the schedules of both recurring and ad hoc meetings.

## Time Requirements and Remuneration

This is a part-time role which can largely be performed remotely through web-based [Zoom] meetings. The drafting and composing of the minutes can be scheduled based on your personal schedule, as long as they are completed on time.

There are typically three to four meetings scheduled per month. Each meeting lasts approximately two hours, meaning there are 6 to 8 hours of fixed meeting time per month. From time to time, there may be additional meetings scheduled, generally with up to a week advance notice provided.



Meetings are generally scheduled from 5:30 pm to 7:30 pm, although the actual duration varies as some last longer and some are shorter. The board meeting recurs on the third Tuesday of the month, with the committee meetings usually on other Tuesdays and in the same time slot. In some instances, the board may meet during the day or on a weekend for time sensitive matters or for longer durations for strategy discussions.

The first draft of all meeting minutes is required to be distributed within three (3) business days of the meeting. The expectation is that the first draft requires 2 to 3 hours for preparation. The drafting will be aided by:

- Agenda, reports, and other materials being circulated in advance of the meeting.
- Audio and video recording of the meeting being available after the meeting.
- Notes taken during the meeting.

Additional hours for editing subsequent drafts are available at the discretion of the CEO, Board Chair, or Committee Chair.

The position carries an attractive hourly rate that is negotiable based on experience and training.

## Key Qualifications

- Excellent listening, writing, grammar, language, and verbal skills.
- Sophisticated keyboarding and word processing skills with a well-developed understanding of the editing and formatting features of Microsoft Word.
- Strong integrity and business ethics, with a firm understanding of the nature and requirements of confidential information and a willingness to sign a Non-Disclosure Agreement.
- Demonstrated understanding of the need for strong administrative processes to meet company records management, governance, and reporting requirements.
- Willingness to work evenings.
- Corporate experience working with a board and senior management is an asset.
- Experience working with First Nations is an asset.
- Up to date Criminal Record Check.
- Letters of reference as requested.

## About MCBC

Of all the business development corporations with First Nations as their shareholders in Canada, MCBC might hold among the greatest opportunities. The treaty lands of its sole shareholder, the Mississaugas of the Credit First Nation (MCFN), include almost all of Ontario's Greater Golden Horseshoe, which contains approximately two-thirds of Ontario's GDP and one-fifth of Canada's GDP. With approximately 8 million people, this is also the largest population concentration in Canada.

Founded in 2018, MCBC exists to build long-term wealth generation and develop short-term income opportunities for MCFN and its membership. In its pursuit of these goals, MCBC always seeks to maintain a respected and reputable profile, as well as represent the history, culture, and values of MCFN with honour, in the business community.

MCBC, as a corporation, is governed by a board of directors with all five voting directors independent of the shareholder. In addition, the board includes three non-voting directors,



one each representing council, elder and youth constituencies. The corporation, through the board, is responsible to its shareholder through its annual general meeting.

Given that the Greater Golden Horseshoe will continue to have sustained growth, MCFN's treaty territory offers significant business opportunities for MCBC.

## Location

New Credit (Hagersville), Ontario, but meetings, for the most part are web-based [Zoom].

## Apply

If you are interested in bringing your experience and passion for minute taking to MCBC, please email your covering letter and resume in complete confidence by **Friday July 28, 2023**, to:

[humanresources@mncbc.ca](mailto:humanresources@mncbc.ca).

For any questions you may have on this opportunity, please write to [info@mncbc.ca](mailto:info@mncbc.ca) to be referred to the appropriate respondent.

You can also learn more about MCBC and MCBLP at: <https://mncbc.ca/>

