



CEP Calgary Volunteer Position
Board Member - Secretary

Work Term:	Volunteer, Minimum 2 Years
Time Requirement:	4-6 hours/month
Location Requirement:	Calgary, Alberta, Canada
Closing Date:	Until position is filled

About CEP Calgary

Connecting Environmental Professionals (CEP Calgary) is dedicated to promoting opportunities for emerging and established environmental and sustainability professionals in Calgary. We host an annual speaker series on a variety of topics, and host networking events and career workshops for emerging environmental professionals. We are always looking to expand into new ways of engaging environmental professionals in the Calgary market through special events and collaboration with other organizations.

Purpose of position

CEP Calgary Board Members are responsible for the strategic direction and vision of the organization. The Secretary is responsible for keeping accurate records of Board actions, including:

- overseeing the taking of meeting minutes at all Board meetings and Annual General Meeting (AGM)'s,
- sending out meeting agendas and setting up in-person or online meetings,
- distributing copies of meeting minutes and the agenda to each Board member,
- maintaining a record of all Board members and management team members and their contact information,
- ordering and organizing food/drinks for Board meetings, as necessary, and
- assuring that corporate records are maintained, including electronic file management.

Tasks will include

- Attending Board meetings (monthly) and CEP events on a regular basis
- Overseeing the strategic direction of a society
- Supporting the event team in attracting excellent speakers of interest to the environmental professional audience
- Encouraging people to attend the sessions and marketing CEP events through personal networks



- Bringing employment opportunities, external events, and other professional growth options to the attention of CEP members and Board
- Providing guidance to the CEP management team volunteers, including the Management Team Lead, the Communications Manager, and the Events Managers

Qualifications/Requirements

- Must be located in Calgary, Canada as some board meetings occur in person and our events are in person in Calgary
- Motivated, self-starter with the ability to work with a high level of autonomy
- Demonstrated values that align with the organizations three guiding principles – Education, Engagement and Employment
- Willingness to attend monthly Board meetings and CEP events as well as commit to sitting on the Board for a minimum of two years
- Well established network within the sustainability and environmental field
- Previous Board experience not necessary but preferred
- Attention to detail and highly organized
- Experience in note taking and document management preferred

What CEP can give you

- Access to a strong sustainability and environmental network
- Board experience and experience overseeing strategic direction of a non-profit
- Continuous education on important environmental and sustainability issues
- Growth in a fun environment – CEP Board members take their responsibilities seriously, but have fun while they are doing it

To apply or submit a nomination

If you, or someone you know, is interested in this exciting and dynamic volunteer position, please send a resume and a brief (150-450 words) statement outlining why you are the best candidate for this position to cepcalgary@gmail.com.