

## **SUBCHAPTER SECRETARY**

Children's Wish Foundation of Canada is the largest and only all-Canadian wish granting charity dedicated to granting wishes to Canadian children between the ages of 3 and 17 who are diagnosed with a life-threatening illness. For more than 30 years, Children's Wish and our volunteers have worked tirelessly to grant over 25,000 children and their families a heartfelt wish – each is as unique as the child making it.

Does the role of Subchapter Secretary match your experience, skills and interests?

The role of Subchapter Secretary will act as a representative of Children's Wish Foundation and support the local subchapter by:

- Supporting subchapter administration through the organization of meeting agendas, minutes, action items and organizational updates in collaboration with the Subchapter Chair and staff partner
- Help to centralize and maintain local subchapter records including but not limited to, community partners, vendors, local contacts by working with other members of the subchapter
- Act as a representative of Children's Wish Foundation of Canada in your local community to help build positive local relationships.

Skills and Experience:

- Background or experience in administration in a professional or volunteer capacity
- Strong computer skills and competencies using Microsoft Office
- Strong organization skills, with excellent attention to detail
- Excellent communication skills, both verbal and written, and comfortable public speaking

Time Commitment:

- 2-4 hours a week working in collaboration with subchapter volunteers and your staff partner (including some daytime availability for communication)
- Evening and weekend availability for local meetings and events as required
- A minimum one year commitment to the role

As Subchapter Secretary you will gain the opportunity to work in a team environment and impact the power of a wish, all while gaining hands on role-specific training; building new connections; and developing or expanding professional skill while working with the support of Children's Wish Foundation.