



NORFOLK
FAMILY HEALTH TEAM

Your well-being is our Primary care

Board Member Recruitment

Our Norfolk Family Health Team is looking for a responsive and dedicated individual that has a strong willingness to serve their community. This is a career opportunity to put your Secretarial skills and experience to use as a Volunteer member of our Board of Directors.

As a Board Director, committed to the secretarial position, your responsibilities would include:

The Secretary:

- shall attend all meetings of the directors, members and committees of the board and shall enter or cause to be entered in books kept for that purpose minutes of all proceedings at such meetings;
- The Secretary shall give or cause to be given, when instructed, notices required to be given to members, directors and members of committees;
- The Secretary shall be the custodian of the stamp or mechanical device generally used for affixing the corporate seal of the Corporation and of all books, registers, papers, records, documents and other instruments belonging to the Corporation;
- And the Secretary shall perform such other duties as may from time to time be prescribed by the board.

If you are interested in joining our dynamic and growing Family Health Team Board of Directors within the secretary role and are able to contribute your skills as listed above, we strongly encourage you to contact us at Robin@norfolkfht.ca to obtain a Board application package.

The Governance Committee looks forward to learning more about how you can impact this organization.

Sincerely, Board Development Committee