

Alberta Women Entrepreneurs (AWE) is currently recruiting a Board Secretary (contract position) to support AWE’s Board of Directors. Alberta Women Entrepreneurs is a not-for-profit organization dedicated to enabling women to build successful businesses. AWE provides unique programs and services to women at all stages of business through advising, financing, mentoring, and skills and network development. Our ideal candidate understands policy governance and has exceptional organization and communication skills.

**The Role**

* Attend board meetings (in-person, via video conference or via teleconference) to record minutes. Ensure minutes reflect decisions and important discussions.
* Create and update meeting agendas.
* Provide relevant information and documentation to prepare the board for meetings.
* Coordinate logistics for board-related meetings and events.
* Ensure corporate records are up to date and accurate.
* Update Board policies and procedures as required.
* Other duties as the need arises and/or as defined in the bylaws.

Please send resume and cover letter outlining your relevant skills and experience to info@awebusiness.com. Only candidates selected for an interview will be contacted.

For additional information about AWE please visit [www.awebusiness.com](http://www.awebusiness.com).