



July 21, 2018

**Re: Avalon Sexual Assault Centre seeking Secretary to join Board of Directors**

Avalon Sexual Assault Centre is currently seeking a **board secretary** to join our volunteer Board of Directors.

The Avalon Sexual Assault Centre is a non-profit, community-based, feminist organization working to eliminate sexual assault/abuse and to change the current socio-political culture that fosters sexism, social injustice and other forms of oppression. The Centre provides immediate care and support, counselling, advocacy and community education.

We are seeking an individual to join the Board of Directors who can assume responsibilities of the secretary which include: attending and taking notes during board meetings, keeping records of the board's actions, maintaining our electronic records, preparing and circulating the board meeting agendas and working with the Board Chair on administrative tasks.

The individual who comes to the board will support Avalon's vision and mission and be willing to offer their time and energy to the organization. A commitment of approximately 4-6 hours a month includes the monthly board meeting which is 2 hours.

Any interested applicants should provide their resume to Lee-Ann Conrod at [Lee-Ann.Conrod@dal.ca](mailto:Lee-Ann.Conrod@dal.ca).

Kindly,

Lee-Ann Conrod  
Governance and Nominations Committee Chair  
Avalon Sexual Assault Centre, Board of Directors