

## **DIRECTOR AND SECRETARY**

Young Women in Law (“YWL”) is a not-for-profit corporation aimed at encouraging and promoting the welfare and interests of young female lawyers. YWL strives to provide services, activities, and facilities which address the needs of young female lawyers, to encourage young female lawyers to use their legal education to give back to their communities, and to create an environment for networking opportunities among young female lawyers. Being a part of the YWL executive team is a fun and exciting way to make an impact on the legal community.

### **WHAT WILL I BE DOING?**

In your role as Secretary, you will be responsible for the following duties, including but not limited to:

- Maintaining YWL’s minute book (including the drafting of by-laws and resolutions).
- Preparing meeting agendas and minutes.
- Confirming process at meetings and ensuring compliance with governing legislation, including annual filings.
- Maintaining all board policies and ensuring that they are reviewed and assessed on an annual basis.
- Circulating all meeting minutes to the YWL Board of Directors and the Advisory Board.

In your role as Director, you will be responsible for the following duties, including but not limited to:

- Oversee the management of the activities and affairs of YWL
- Ensure the timely identification of material risks to YWL and the implementation of appropriate systems and processes to identify, monitor and manage material risks
- Attending YWL Board of Directors meetings and acting as an engaged member of the Board, including assisting other directors and officers with completing their duties, as necessary.
- Attending YWL Advisory Board Committee meetings and acting as an engaged member of the Committee.
- Promoting YWL to your network of associates, colleagues and friends.

### **WHAT DO I NEED TO DEMONSTRATE?**

As well as supporting the objectives and purposes of YWL, to be considered for this position you must be able to meet the following requirements:

- Sufficient knowledge of corporate law to be able to draft all necessary by-laws and resolutions and to maintain a proper minute book.
- Excellent organizational skills.
- Proven track record of effectively partnering with team members, external organizations and partners.
- Demonstrated leadership skills.
- It is also preferred that you have knowledge of the relevant legislation that governs not-for-profit corporations in Canada.

### **WHAT ELSE DO I NEED TO KNOW?**

- The term of office for this position is two years.
- Only YWL members in good standing are eligible to hold this position.