



SECRETARY TO THE BOARD OF DIRECTORS

REPORTS TO: Chief Executive Officer
STATUS: Permanent, part-time (21 hours/week) – Hybrid Position
SALARY RANGE: \$47,740 - \$52,167 (Salary is pro-rated to reflect 21 hours/week)
LOCATION: 1300 Yonge Street, Toronto, ON

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The Secretary to the Board of Directors plays a key role in supporting effective governance at OHTN. This position ensures accurate records, timely documentation, and smooth board operations while upholding legal, regulatory, and organizational requirements. The Secretary prepares agendas and minutes, helps organize meetings, and maintains corporate records, enabling the Board and its committees to make informed decisions.

ABOUT YOU

You are a governance professional who thrives on organization, accuracy, and discretion. Skilled at managing board documentation, agendas, and processes, you bring diplomacy and judgment to every interaction. You are comfortable working closely with senior leadership, Board committee chairs, and directors of the Board, ensuring governance practices are well supported and compliant. Experience with nonprofit boards in Ontario and familiarity with the Ontario Not-for-Profit Corporations Act (ONCA) are strong assets.

RESPONSIBILITIES

Governance & Compliance

- Serve as Secretary to the Board, ensuring compliance with nonprofit bylaws and governance best practices.
- Maintain and provide up-to-date copies of the organization's bylaws and corporate records.
- Ensure official records are securely stored and accessible to authorized individuals as required by law.
- Track Board and committee action items, follow-ups, and outstanding matters, providing timely reminders to Chairs.

- Ensure familiarity with relevant legal and administrative documents (articles, by-laws, etc.) and apply them during board meetings and Annual General Meetings.

Meeting & Documentation Management

- Prepare and distribute agendas, briefing packages, and supporting documents for Board and committee meetings.
- Organize and coordinate all meeting logistics, including scheduling, room/technology setup, and catering, with support from administrative team.
- Prepare accurate minutes of Board and committee meetings, maintaining official copies as part of the corporate record, including but not limited to attendance, discussions, reports, motions, and decisions, ensuring the highest confidentiality in every aspect.

Board Support & Administration

- Support the Board Chair, committee chairs, and CEO in fulfilling governance and administrative responsibilities.
- Maintain the annual Board calendar and ensure proper notice of meetings in accordance with the bylaws.
- Assist with onboarding and orientation of new Board members, including preparing materials and tracking training.
- Manage general Board correspondence, except where delegated to others.
- Maintains an agenda of issues and time-sensitive requests that require attention/action by the Board and coordinates documentation or reports with the CEO, and leadership team at OHTN.

Annual & Special Projects

- Prepare reports, records, and all documentation for the Annual General Meeting (AGM), working closely with the CEO and Senior Directors.
- Undertake special projects and assignments related to governance and Board administration as directed by the CEO and Board Executive members.

Professional Representation

- Present a professional and positive image of the organization in interactions with visitors, suppliers, interest holders, and government representatives.
- Demonstrate flexibility to work evenings or weekends when Board or committee meetings are scheduled.

SKILLS & QUALIFICATIONS

- Bachelor's degree (or equivalent experience) in Business Administration, Nonprofit Management, Governance, or a related field.
- Five or more years of progressive experience in administrative or governance support roles, ideally in the nonprofit or health sector.
- Demonstrated experience preparing agendas, minutes, briefing packages, and supporting AGMs or other governance events.
- Strong knowledge of nonprofit governance practices, bylaws, and record-keeping.
- Excellent organizational skills with the ability to manage competing priorities and deadlines.
- Exceptional written communication skills and attention to detail.
- High level of discretion and ability to handle confidential matters.
- Demonstrated technical skills including proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, virtual meeting platforms (Zoom, Teams) and the initiative to learn and use emerging technologies as required.
- Strong interpersonal skills with the ability to engage with board members, senior leaders, and staff.
- Chartered Governance Professional (CGP) designation or enrollment in the program, and experience using a governance software platform, are considered assets.

Work Conditions

- Hybrid work model
- Flexible hours required to support evening or weekend board/committee meetings.
- Workload may vary, with peak activity around board meetings, the Annual General Meeting (AGM) and other events.
- Professionalism, confidentiality, and diplomacy are essential.
- The role requires extended periods of sitting, working on a computer, and handling documents.
- Occasional lifting of meeting materials, boxes of records, or office supplies (up to ~15 lbs) may be required.

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohtn.on.ca

- Please use **"2025.08 – Secretary to the Board of Directors"** as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

APPLICATION DEADLINE: NOVEMBER 4TH, 2025

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please. Applications will be reviewed beginning **November 5th, 2025**. This position will remain open until filled

We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.

We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.