

VANCOUVER INTERNET EXCHANGE
VOLUNTEER CORPORATE SECRETARY

The Organization

Vancouver Internet Exchange (“VANIX”) is a not-for-profit Canadian Corporation that contributes to the economic and social development of the Greater Vancouver area and the broader Internet community by operating one of Canada’s leading Internet exchanges. In that capacity, it provides infrastructure for the exchange of communications traffic among a variety of network operators, including Internet service providers, network service providers and content service providers. VANIX is governed by a volunteer Board of Directors comprised of enthusiastic and collegial individuals who have a variety of relevant skills, qualifications and experience. The Officers of VANIX, including the Secretary, are appointed by, and from among, the Board of Directors. See <https://vanix.ca> for further details about VANIX.

The Opportunity

VANIX seeks a volunteer Secretary for the organization. The successful candidate must be prepared to serve on the Board of Directors of VANIX and be appointed Secretary. The successful candidate will be prepared to serve in that capacity for a minimum of two years, subject to the by-laws of the Corporation.

The Position

The Secretary’s duties are:

- To ensure that meetings of members, directors and committees are scheduled, organized, conducted and documented according to law and the by-laws of the Corporation;
- To oversee the Corporation’s annual director candidate nomination process;
- To ensure that the by-laws, terms of service, policies and resolutions of the Corporation are kept current and to promote compliance therewith;
- To ensure that the Corporation’s records are properly maintained and accessible, as appropriate;
- To oversee the Corporation’s contract formation and administration and promote compliance therewith (including with the assistance of counsel where necessary);
- To facilitate the orientation and education of directors, officers, staff and volunteers;
- To ensure that annual board and director evaluation processes are conducted;
- To oversee all formal communications with the members of the Corporation;
- To oversee the Corporation’s regulatory filings; and
- To perform such other duties as the position may require.

Qualifications

The successful candidate:

- Meets the relevant statutory qualifications for a director under the *Canada Not-for-profit Corporations Act*;
- Has worked in a corporate secretary or position encompassing similar duties in a private, public or not-for-profit organization for at least three years;
- Is able to attend monthly VANIX board meetings, plus the annual meeting of members;
- Has excellent communications skills;
- Preferably, but not necessarily, is qualified to practice law in a Canadian jurisdiction or has legal training;
- Values making contributions in governance in furthering the objectives of VANIX; and
- Adopts a collegial approach to organizational participation in which the contributions of all participants are valued and all stakeholders are treated with respect.

Application Process and Deadline

Applications that are responsive to the requirements of the position, accompanied by a current CV must be received at secretary@vanix.ca by no later than May 31, 2021.