



**Board of Directors Opportunity**  
**Position: SECRETARY, Board of Directors (Volunteer Position)**

**About TROtt**

The Therapeutic Riding Association of Ottawa-Carleton (TROtt) is a registered charity that has been serving children, youth, and adults with physical and intellectual disabilities for over 35 years. Based in south Ottawa, TROtt provides subsidized programming for children and adults with conditions such as cerebral palsy, spina bifida, stroke, acquired brain injuries, multiple sclerosis, sensory integration dysfunction, cognitive delay, Downs Syndrome, visual impairments, and others. We are an employer of CanTRA and Equine Canada certified instructors and coaches, and work with experienced physiotherapists and highly trained volunteers to offer a range of therapeutic equine-assisted services.

**About the TROtt Board of Directors**

The TROtt Board of Directors is a management board responsible for both the governance of the organization and the managerial oversight of its operations. The Board's members meet monthly, each manage a portfolio of administrative tasks, and take part in project sub-committees. We are currently recruiting a new Director to fill the position of Secretary.

**Key Responsibilities**

- Records official minutes of board meetings and ensures timely distribution to Directors
- Saves all staff reports to SharePoint site
- Maintains all written records of the board and ensures effective management of TROtt records both online (cloud) and in (stored) hard copy
- Has a comprehensive understanding of the role and scope of an office administrator and assists in related projects as required
- Leads review of monthly staff reports from office administrator
- Maintains signed board meeting minutes for yearly audit
- Prepares board meeting agendas

**Qualifications**

- Ability to work 10 – 20 hours per month on Board projects and initiatives (most work can be done at home)
- Excellent verbal and written communication skills.
- Demonstrated ability to work independently, exercise confidentiality and good judgment.
- Self-starter with strong organizational and time management skills with a strong attention to detail and an ability to prioritize
- Experience with SharePoint an asset
- Knowledge of the Equestrian Industry an asset

**Time Commitment**

Each Board member spends approximately 10 – 20 hours/month on their respective tasks (time commitment each month may vary) for the duration of a 1-year term (renewable). The incumbent must attend monthly board meetings in addition to carrying out portfolio activities. Board meetings occur on the evening of the second Tuesday every month.

To apply for this position please send a resume and covering letter to [TROtt.BOD@gmail.com](mailto:TROtt.BOD@gmail.com).