

## The StoryBridge Network | Volunteer Role Description

**Role Title:** Board Secretary and Records Officer

**Program or Area:** Governance – Board of Directors

**Location / Format:** Hybrid (primarily in-person meetings and events in Winnipeg with occasional online meetings or hybrid events)

**Supervisor:** Board Chair

**Start Date:** April 2026

**Term Length:** Up to two years, with the possibility of renewal in accordance with the organization's bylaws and policies.

**Estimated Time Commitment:** Approximately 5–10 hours per month, including preparation for and attendance at board meetings.

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## About The StoryBridge Network

The StoryBridge Network is a community-driven organization that uses storytelling and creative expression to foster resilience, inclusion, and social change. Through workshops, storytelling events, and partnerships with community organizations, StoryBridge creates spaces where diverse lived experiences can be shared and valued.

StoryBridge operates using a collaborative leadership model in which volunteers contribute meaningfully to programs, projects, and organizational development.

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## Role Purpose

The **Board Secretary and Records Officer** helps ensure the organization maintains clear and accurate records of its governance decisions and organizational documents.

Strong governance is essential to the sustainability of community organizations, and this role plays a critical part in ensuring StoryBridge's decisions, policies, and records are documented clearly for current and future leadership.

This role protects the institutional memory of StoryBridge by ensuring that board discussions, decisions, and policies are documented and accessible. By maintaining accurate records, the Board Secretary and Records Officer helps future board members understand the reasoning behind past decisions and supports accountability and continuity within the organization.

In practice, this role helps ensure that important decisions are not lost over time and that the organization's governance remains organized and transparent.

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## **Key Responsibilities**

Responsibilities may include:

- preparing agendas for board meetings in collaboration with the Board Chair
  - recording accurate minutes during board meetings
  - maintaining records of board motions, decisions, and resolutions
  - organizing and maintaining governance documents such as policies, bylaws, and board records
  - supporting the preparation and organization of documents required for regulatory filings with provincial and federal governments
  - ensuring board documents are stored in an organized and accessible manner
  - supporting continuity by maintaining records that future board members can easily understand
  - assisting with document management and record-keeping systems for board materials
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## **Skills and Qualities**

This role is well-suited to someone who is organized, detail-oriented, and interested in nonprofit governance.

Helpful qualities may include:

- strong organizational and documentation skills
- attention to detail
- ability to summarize discussions clearly and accurately
- reliability and discretion when handling confidential information
- interest in nonprofit governance and community initiatives

Prior board experience is helpful but not required.

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## **Support and Supervision**

The Board Secretary and Records Officer work closely with the Board Chair and other board members.

Volunteers in this role will receive:

- orientation to StoryBridge’s mission, programs, and governance structure
  - guidance on board procedures and documentation practices
  - access to organizational records and relevant materials
  - opportunities to contribute ideas that strengthen governance and organizational systems
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## **Volunteer Benefits**

Serving as Board Secretary and Records Officer provides an opportunity to gain meaningful experience in nonprofit governance and leadership.

Volunteers in this role may gain experience in:

- nonprofit board operations
- governance documentation and policy management
- meeting facilitation and decision tracking
- organizational accountability and record management

Upon completion of the role, volunteers may receive a reference letter describing their contributions and skills developed.

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## **Code of Conduct and Confidentiality**

Board members are expected to uphold StoryBridge’s policies and values, including respect for participants, staff, and fellow volunteers.

Board members must maintain confidentiality regarding sensitive organizational information and discussions.

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## **Accessibility and Inclusion**

StoryBridge welcomes volunteers from all backgrounds, identities, and abilities. We are committed to creating accessible opportunities and will work with volunteers to support their participation whenever possible.

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## **How to Apply**

Interested individuals are invited to submit a volunteer application and a short statement of interest.

Shortlisted applicants may be invited to an informal conversation with the Board Chair to discuss the role and ensure a good fit for both the volunteer and the organization.

For more information, please contact:

Brian Creary  
Board Chair, The StoryBridge Network  
By email: [info@thestorybridge.ca](mailto:info@thestorybridge.ca)