



POLICE SERVICES BOARD

JOB DESCRIPTION

Position: Police Services Board Secretary

Reports to: Chair – Police Services Board

Position Summary:

Under the general supervision of the Chair of the Strathroy-Caradoc Police Services Board, the Police Services Board Secretary supports the Board through the provision of confidential and high-quality administrative and clerical duties and by acting as a resource person and liaison between the Board and its various stakeholders.

Police Services Board Secretary Duties and Responsibilities:

- As Secretary to the Board, responsibility encompasses all clerical operations pertaining to the Police Services Board including agendas, minutes, reports, by-laws, policies, research and the maintenance of the confidentiality of information accessed in the course of duty.
- Attend Board meetings, record minutes and prepare follow-up resolutions of Board decisions in a timely fashion. Ensure Board adheres to all applicable Board Policy, Bylaws and Procedures during meetings.
- Notify interested parties of resolutions passed by the Board in a timely fashion.
- Handle incoming correspondence for the Board in accordance with Board policy.
- Maintain and purge Board records in accordance with its Municipal Freedom of Information and Protection of Privacy Act and Records Management By-Law.
- Maintain, draft and revise the Board Policy Manual and policies and review for revisions as required.
- Ensure Board members have current copies of Board policies and bylaws passed, and bring to Board's attention relevant information. Ensure the Board and policies are current with all relevant legislation.
- Register Board members for conferences and seminars and arrange accommodation and/or travel as required.
- Monitor and approve Board expenses in consultation with the Board Chair.
- Maintain files on all Board members, including dates of appointment, and ensure timely follow-up with the Government of Ontario and the Municipality of Strathroy-Caradoc regarding member appointments and reappointments.



- Participate in required seminars, training, or courses to ensure effective support to the Board.
- Liaison with the OAPSB and Zone 6 for the Board.
- Able to establish and maintain effective positive working relationships within and outside of the organization; maintaining good working relationships with elected and appointed officials; representatives of local boards and members of the public and other levels of government.
- Capacity to effectively manage multiple, concurrent priorities in a fast paced environment.
- Willing to attend meetings outside normal work hours.
- Other duties as assigned.

Qualifications:

- Post-secondary diploma/degree in business or office administration, or an equivalent combination of education and experience.
- Three (3) years of experience working in an administrative position directly supporting executive-level staff and/or an oversight body.
- Experience in a Municipal or Policing setting an asset.
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.
- Ability to consistently maintain a high degree of confidentiality.
- Must have a valid class "G" Ontario Driver's licence with a satisfactory driver's abstract
- Provide a satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

PREPARED BY: Doug Payne

Director of Human Resources

APPROVED BY: Police Services Board

UPDATED: October 2024

SUPERSEDES DATE: 2017