

Volunteer Position: Board Secretary for WildResearch

About WildResearch

WildResearch is a non-profit organization dedicated to building, training, and educating a community that contributes to conservation science. Through engaging programs and hands-on fieldwork, WildResearch supports critical research, conservation initiatives, and public education that benefits wildlife and habitats. Learn more about WildResearch at <https://wildresearch.ca>.

Position Overview

We are seeking a dedicated and organized individual to join our Board of Directors as the **Secretary** for a 2-year volunteer term (2027 - 2029). As Secretary, you will work closely with the President and Executive Board to manage Board operations and play a crucial role in ensuring effective stakeholder communication, legislative compliance and efficient organization within our non-profit team, supporting our mission and impact in conservation science. Term officially starts after WildResearch's Annual General Meeting in February 2027; however, the new secretary should be available in the fall/winter of 2026 to receive training from the outgoing Secretary.

We're looking for someone who:

- Is keen on gaining experience in non-profit governance and leadership
- Shows initiative; wants to steer non-profit operations and contribute to strategic discussions
- Is reliable with strong organizational skills and attention to detail
- Can maintain confidentiality and handle sensitive information with diplomacy and tact
- Cares about creating trust within equitable, inclusive, and safe volunteer spaces
- Deploys excellent written and verbal communication skills
- Experience with or interest in conservation, science communication, or environmental initiatives is a plus

What the Secretary does:

- Coordinate and schedule Board meetings
- Support the Board in maintaining governance and compliance documentation
- Record, prepare, and distribute accurate minutes for Board meetings (held monthly)
- Manage and organize key documents, records, and communications for the Board
- Represent the organization when liaising with external stakeholders, partners & regulatory bodies
- Ensure timely communications with Board members, stakeholders, and volunteers
- Assist in the organization of the Annual General Meeting
- Participate in board discussions and organizational planning

Participation expectations:

- Approximately 10 hours per month, including attendance at monthly Board of Director and Executive Board meetings and preparation of minutes and communications

Why join?

- Contribute to meaningful conservation efforts and support the WildResearch mission
- Gain valuable experience in non-profit governance, leadership and board administration
- Join a network of dedicated conservation professionals and enthusiasts

If you're ready to make a positive impact through conservation science, please send a brief cover letter and resume to info@wildresearch.ca by **September 30, 2026**.

WildResearch is committed to creating an inclusive environment and welcomes applications from individuals of all backgrounds and experiences.