



BROWN BAGGING FOR
Calgary's Kids

Board of Directors Administration Coordinator

Brown Bagging for Calgary's Kids (BB4CK) has worked for over 30 years to bring people together – giving time, energy, resources and tons of heart – to ensure that kids who need food have access to it. We have close to 30 Kitchens all over the city, welcoming hundreds of volunteers each week to make nutritious lunches for over 7,500 kids each day. Prepared lunches are delivered to more than 270 Calgary schools, and parents, caregivers and school staff work hard to ensure that any kid who needs food can access it.

And, all of this is funded by our community, giving to provide access to kids with what they need to learn, grow, and play.

The Role and Impact

By providing direct administrative support to BB4CK's Board of Directors, a volunteer in this role will provide organization and record-keeping for this essential part of the organization. The volunteer will have the opportunity to develop administrative skills and strong relationships, and contribute a valuable skill set to help ensure the organization can continue to work toward food security for all kids.

Time Commitment

It is expected that the volunteer in this role will attend all Board and Board committee meetings, approximately 20 times a year, primarily in the evenings, both virtually and in-person. Additionally, there will be 5-10 hours of work each month outside of meetings. A commitment to this role for two years is required.

What do we need from you?

This role will require a high level of professionalism and confidentiality. Ideally, this volunteer will have a background in similar administrative and organization work, but full training and support will be provided.

- **Prepare Meeting Minutes:**
 - Document and distribute meeting discussions and decisions, maintaining confidentiality and discretion.
- **Prepare Board Pre-Read Packages:**
 - Compile and distribute necessary documents for Board meetings, ensuring confidentiality. Proficiency in Microsoft 365 (Word, Outlook, SharePoint) is ideal or willingness to learn.
- **Organize Electronic Files:**
 - Maintain an organized electronic filing system with access controls. Proficiency in Microsoft 365 (SharePoint) is ideal or willingness to learn.
- **Facilitate Meeting Logistics:**
 - Coordinate meeting schedules, resources, and communications while maintaining confidentiality. Proficiency in Microsoft Outlook is ideal or willingness to learn.
- **Facilitate Logistics for and Attend an Annual, One-Day Board Retreat:**
 - Plan and support all aspects of the annual Board retreat, maintaining confidentiality. Experience in administration or supporting a Board of Directors is ideal.
- **Other Duties as Needed:**
 - Provide general administrative support, maintain confidentiality, and ideally have experience in administration or supporting a Board of Directors.

To apply please email volunteer@bb4ck.org with your resume

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