

#VACANCY

SECRETARY

As a Secretary you will have a seat on the Global Board to foster effective communication and ensure proper management and utilisation of important organisational records. The role will also lead the administration office for the Global CEO



**INSPIRE OUR GLOBAL
MOVEMENT INTO A
NEW DECADE**

'INSPIRE A GLOBAL MOVEMENT INTO A NEW DECADE'

HENK STOORVOGEL, FOUNDER & CEO

This is a very special time. People all over the world are looking for meaning. Our movement has found special ways to connect with the hearts and minds of people. With our cutting edge outdoor concepts we lead men and women through mind, body and soul adventures to meaningful and renewed life. Our justice movement changes the lives of tens of thousands around the globe. We are FOUR, an ecosystem of four movements that are specialised in the transformation of lives and communities.

Until 2030 we are expanding in dozens of countries around the globe and increasing our impact to men, women, families and communities. Embark on this glorious adventure with us and become part of our global team that facilitates this unique work.



ABOUT US

Our international movement has an amazing impact on men and women across the world by inspiring them to live for what really matters and to make the world a better place. Since the founding of the organisation the movement has grown throughout twenty countries across the globe. With many tens of thousands men and women connected and serving, the movement is facilitated by a competent and servant organisation on both national and international level. Set up as a social enterprise we pursue an impact while maintaining a solid business model.

As we are on a continuous path of growth and expansion into new geographical and demographical areas, we are transforming our international governance layers by building a team of highly passionate and highly competent professionals that serve the national movements and the international movement as a whole. The role of Global Strategy Leader Arise is a vital part of our international management team and will give you a seat in our international board.



POSITION



The purpose of Secretary is to be responsible for fostering effective communication and ensuring proper management and utilization of important organizational records such as meeting minutes and the organisation's bylaws.

The Secretary is responsible for active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. Additionally, the secretary should be knowledgeable of the organisation's records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the laws, and the like, that will assist them in fulfilling their fiduciary duties.

As the custodian of the organization's records, the Secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines. The Secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.

PLACE IN THE ORGANIZATION

The Secretary will be part of the International Board and report to the President of the International Board as well as serve the Global CEO as part of the Administration Office. You will work closely together with the Global President, Treasurer, other Board members as well as the Global Management team consisting of Global CEO, Chief Operations Officer, Global Strategy Leader 4M and Arise and additional marketing, legal, and information positions.

DYNAMICS IN THE CURRENT SITUATION

As we are transitioning into a new operating model, this role is considered new. The team that needs to be built is not existing yet. The country leaders all have a high degree of (legal) autonomy, yet require support on various levels.

POSITION

A hand holding a compass against a mountain background. The compass is a standard analog compass with a white face and black markings, showing cardinal directions (N, S, E, W) and intermediate directions (NE, SE, SW, NW). The hand is holding the compass by its top ring. The background is a blurred mountain landscape with green and brown patches, suggesting a high-altitude or alpine environment.

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GENERAL RESPONSIBILITIES

- Organisations are required by law and by custom to maintain certain records for several purposes, including:
 - accurate recollection of decisions.
 - determination of eligibility to vote.
 - continuity of policies and practices; and
 - accountability of directors and officers.
- Responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. To fulfill these responsibilities, and subject to the organization's bylaws, the role requires recording of minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.

MINUTES

- The Secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes may vary with the jurisdiction but should include at a minimum:
 - date, time, location of meeting.
 - list of those present and absent.
 - list of items discussed.
 - list of reports presented.
 - text of motions presented and description of their disposition.
- The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records.
- The Secretary should be well-equipped to record accurate minutes and be aware and sensitive to any special or confidential information discussed at a meeting.

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CUSTODIAN OF RECORDS

The Secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (e.g., letters patent, articles of incorporation), lists of directors, board and committee meeting minutes, financial reports, and other official records.

MEMBERSHIP RECORDS AND BYLAWS

- The Secretary ensures that official records are maintained of members of the organization and Board. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

COMMUNICATION

- The Secretary of the corporation is an active conduit for communication between the board, management, and members (if any), by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.
- The Secretary should be knowledgeable of the organization's records and related materials and should be able to provide advice and resources to the board on relevant topics at issue, such as particular governance matters being addressed at a meeting or a new amendment to state corporate law, for example.
- The Secretary should aim to be helpful to the board as they discharge their fiduciary duties.

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- The secretary is tasked with knowing and complying with notice requirements and scheduling meetings to accommodate the directors.
- The secretary is responsible for scheduling board meetings and should ensure an adequate number of meetings are held per year, in accordance with the organization's bylaws.

ADDITIONAL

- Develop and distribute a board calendar before the start of each year
- Understand what to record and what not to record when taking minutes
- Maintain a board binder containing the governing documents, key governance policies, minutes of board meetings, and written consents
- Consider using appropriately secured electronic storage of key documents as a backup
- Ensure adequate comparability data is attached to board actions which rely on such information (e.g., for purposes of getting a rebuttable presumption of reasonableness)

PROFILE

The ideal candidate for this position has a proven track record in effective communication with senior executive stakeholders. You have strong corporate governance knowledge for social enterprises. Organisation and administration skills are critical in the success of this role.

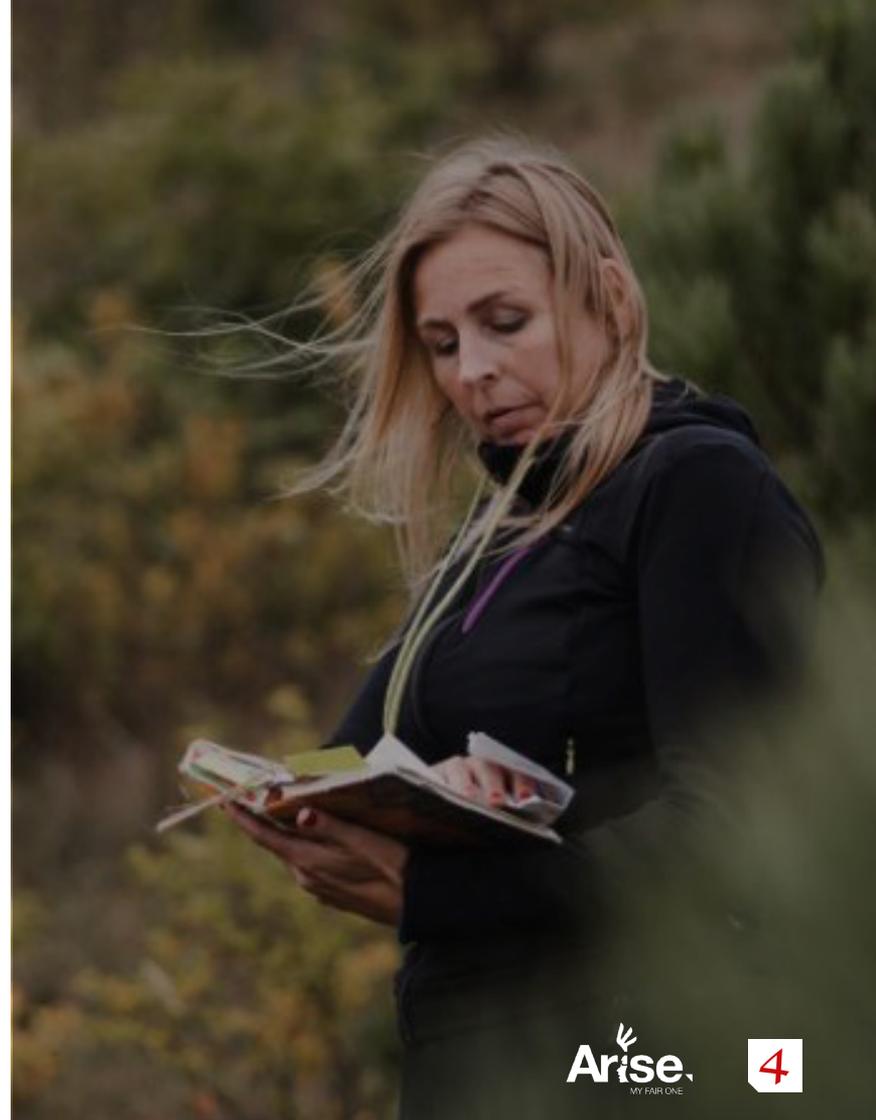
YOU HAVE

- Qualification in Corporate Governance and/or Law (preferred)
- A post-graduate degree such as an MBA (would be advantageous)
- Demonstrated experience as Secretary or similar position.
- Outstanding communication and presentation skills in English with strong intercultural competence.
- Willingness to travel internationally 40%.
- A living relationship with God.

OFFER

AS 4M WE OFFER YOU

- To work for a company where culture is based on trust, respect, and adventure.
- To work on ambitious goals and strategy.
- Flexibility; you are given the greatest possible freedom to work and evolve yourself professionally in a way your personal situation provides.
- Team spirit; being part of excellent international teams and experience the strength of bundled talent and the joy of motivating collaboration.
- Development; the opportunity to develop yourself in this position and make the next step.
- A 100% voluntary position. This may change in the future.
- A job that very well can be done from home and requires 8-12 hours a week. At least four times a year there is face-to-face meeting, requiring to travel for one or two days. The position is serviced by a shared administration office.





CONTACT

Are you willing to leverage your life into making the world a better place? Are you looking for a high demanding job that provides meaning and fulfillment? Are you our Secretary?

Apply to this vacancy! Facilitate this wonderful global movement into the next decade. The process of application will contain two online interviews and a face-to-face meeting.

Respond at recruitment@4m.nl before **June 21st**.

More info: workingat.4mArise.com