

**JOB DESCRIPTION: DIRECTOR OF ADMINISTRATION**

Greyhaven Exotic Bird Sanctuary is a federally registered charity and a non-profit society registered in British Columbia under the BC Society Act. Greyhaven's mission is to protect and enhance the quality of life for exotic birds.

Greyhaven rehabilitates birds in need and finds new loving homes through our adoption program. Greyhaven also actively promotes avian welfare and awareness in our community through educational seminars and presentations to local schools, colleges, clubs, and other organizations. Our goal is to help people understand the level of devotion and commitment it takes to share their home with a companion exotic bird and the joys that comes with it.

Greyhaven is operated solely by volunteers who generously devote their valuable time to ensure that the money received through grants, donations and fundraising activities goes directly to supporting the care of birds in need.

**Roles and Responsibilities:**

The Director of Administration is a volunteer position with the responsibility to fulfill Greyhaven's charitable mandate in accordance with our constitution and by-laws. The Director of Administration reports directly to the President and is a member of the Greyhaven Board of Directors.

**Job Duties and Tasks:**

**1. 70% As Treasurer, you are responsible for:**

- a) depositing revenues and paying expenses;
- b) reconciling chequing account and PayPal account;
- c) managing CanadaHelps account;
- d) managing Greyhaven's Chart of Accounts using QuickBooks, following Generally Accepted Accounting Principles;
- e) reconciling all accounts on a monthly basis, following cash basis accounting practices;
- f) filing annual GST rebate applications with the Canada Revenue Agency;
- g) preparing Financial Statements; and
- h) conducting financial planning activities in managing savings accounts and short-term investments.

**2. 25% As Secretary, you are responsible for:**

- a) leading the organization and planning of Annual General Meetings;
- b) recording the minutes of Annual General Meetings, Director's Meetings and Extraordinary Meetings;

- c) filing the annual Registered Charity Information Returns with the Canada Revenue Agency;
- d) filing the annual Society Annual Report with the BC Ministry of Finance – BC Registry Services;
- e) advising the Board of Directors of any changes in the BC Society Act, statutes or regulations;
- f) advising the Board of Directors of any changes to the way in which the Canada Revenue Agency regulates charitable organizations; and
- g) amending Greyhaven’s constitution and by-laws on resolution passed by the membership.

**3. 5% Other:**

- a) supporting the Grants Coordinator in the preparation of grant applications and reporting;
- b) backfilling other Director’s positions when required;

There will be a six month probationary period for the position of Director of Administration. On the conclusion of the probationary period, the Director of Administration and the Board of Directors will meet to discuss performance and job satisfaction.

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**President’s Name (Print)**

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**President’s Signature**

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**Date**