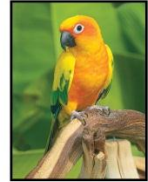


# Greyhaven

Exotic Bird Sanctuary



<b>Position:</b>	<b>Director of Administration</b>
<b>Job Description:</b>	Establishes Policies, Protocols and Procedures in accordance with the <i>Societies Act</i> and Greyhaven's bylaws. Files Federal Registered Charity Information Return and Provincial Ministry of Finance and Corporate Relations Society Annual Report.
<b>Date:</b>	<b>December 31, 2011</b>

## Mandate:

- Rescue, rehabilitate and care for injured, orphaned, abandoned, unwanted and abused or neglected exotic birds;
- Operates successful adoption/foster care programs;
- Educate the general public in the care and keeping of exotic birds.

## Mission Statement:

Our mission at Greyhaven is to find loving homes for exotic birds that become available for adoption due to their owner's ill health, passing away, or an unforeseen change in lifestyle.

## Primary Function:

The Volunteer Director provides services to the public in accordance with our mandate and mission statement. All actions affecting Greyhaven Exotic Bird Sanctuary are to be passed before the President. The Director of Administration reports directly to the President.

## Job Duties and Tasks:

1. **60% Reviews all Policies, Protocols and Procedures on a continuous basis to enable the directors to facilitate their mandates by;**
  - a) revising contracts, applications, and other society documents;
  - b) reviewing Federal, and Provincial websites to ensure all reporting requirements are being met;
  - c) forwarding information to all directors where legal and financial issues may affect their mandate;
  - d) consulting with the Board of Directors where changes are recommended to facilitate Greyhaven's mandate;
  - e) ensuring all legal and financial requirements are met within the society or pertaining to new business;
  - f) advising the president and all directors of any changes in the Society Act, statutes or regulations.

**2. 15% Acts as Secretary by:**

- a) instructing the Membership Coordinator to send out notice to all members, in good standing, requesting Agenda Items for the Annual General Meeting;
- b) instructing the Membership Coordinator to send out the prepared Agenda two weeks prior to an Annual General Meeting;
- b) Recording the Minutes of all Annual General Meetings, Director's Meetings and Extraordinary Meetings;
- c) submitting all minutes to the Board of Directors for final review and approval;
- d) submitting all changes made within the society to the Ministry of Finance and Corporate Relations.

**3. 15% Acts as Treasurer by:**

- a) recording of all accounts payable and receivable;
- b) reconciling all accounts;
- c) preparing Financial Statements;
- d) filing the Registered Charity Information Return and the Society Annual Report;
- e) signatory on cheques.

**4. 10% Addressing other issues related to the operation of Greyhaven by:**

- a) working in liaison with other directors involved in specific programs;
- b) back filling other director's positions when required;
- c) passing all matters in relation to the society before the President.

**Director's Certification**

At the conclusion of a six month probationary period, the position will be deemed permanent and will be signed off as such by the President. Where a Director does not fulfill their obligations, in full, termination of the incumbent will proceed under the direction of the President and Board of Directors.

_____	_____	_____
<b>Incumbent's Name (Print)</b>	<b>Incumbent's Signature</b>	<b>Date</b>

_____	_____	_____
<b>President's Name (Print)</b>	<b>President's Signature</b>	<b>Date</b>