

# WORKSHOP

## “SECRETARY SURVIVAL SKILLS”

CHF BC Office: #220 – 1651 Commercial Drive, Vancouver

Thursday January 31, 2019  
6:00 pm to 8:30 pm

The secretary works with the board chair, other directors and management staff to fulfill co-op secretarial duties.

This workshop will provide an overview of the main secretarial functions in the context of a housing co-op. We will focus on:

- Maintaining corporate records, and,
- The role of the secretary in successful co-op meetings.

Enjoy a practical minute-taking exercise and test your knowledge with a corporate records quiz!

Leave with plenty of tools and tips (from your workshop facilitator as well as your fellow workshop participants) for how to make secretarial duties more manageable and enjoyable!

**Workshop facilitator:** *Sue Moorhead has worked with housing co-ops and federations for over 30 years. From 1997 to 2014, Sue was CHF BC's Education Program Director. An active member in her own housing co-op, Sue has served in various board and committee positions.*

**Fee:** \$65.00 to \$75.00 per person

**Facilitator:** Sue Moorhead

**To register please visit:** <https://www.chf.bc.ca/workshop/secretary-skills>