

Secretary – Governance Documentation and Compliance

Description

Maintain accurate records of board activities and ensure compliance with all legal and regulatory requirements for FFGA operations.

Responsibilities

- Record and distribute meeting minutes and board resolutions
- Maintain corporate records and legal documentation
- Coordinate board communications and scheduling
- Ensure compliance with Dutch foundation law
- Manage membership records and voting procedures
- Support board recruitment and onboarding processes

Qualifications

- Experience in administrative or secretarial roles
- Knowledge of non-profit governance requirements
- Excellent written communication skills in Dutch and English
- Strong organizational and time management abilities
- Familiarity with digital documentation systems
- Attention to detail and confidentiality

Job Benefits

- **XCG 75** per board meeting attended (monthly)
- **XCG 50** for committee meetings or additional administrative responsibilities
- Professional development opportunities and expense reimbursement
- Priority access to governance and compliance training programs
- *As FFGA grows and our revenue increases through expanded programs and partnerships, board stipends will grow accordingly*

Hiring organization

Food Farm Gardens

Employment Type

Community Board Positions

Duration of employment

2-year terms with option to renew for up to two additional terms (maximum 6 years total)

Job Location

The Keys rd 8, Sucker Garden, U.P.Q., Sint Maarten

Working Hours

Availability for 6-10 hours per month

Date posted

9 July 2025