



Secretary Application Pack

About Us

The Shamanic Astrology Mystery School (SAMS) is a totally unique school dedicated to helping global humanity achieve its highest purpose using astrology, cosmology, ceremony, and spirituality. SAMS is a 501c3 Educational Non-Profit Organization with the registered purpose: "To provide transformational education and teaching to activate original intent for global humanity through personal and planetary empowerment."

To achieve this we offer comprehensive trainings, astrology certification programs as well as resources, regularly scheduled events, and community membership options. As a modern "Mystery School" we aim to reveal what had been previously hidden, deemed occult, or reserved for only a privileged few based on direct initiatory experience. We recognize that global humanity is experiencing a great turning point in the largest known cycles of history, and therefore take it as our mission to promote and nurture the creation of "seed people," those with the skills and knowledge necessary to help forge a brighter future for all

Background to Role

Operating as a mystery school also means we are continually learning ourselves, adjusting our teachings and ways of operating as needed. SAMS is at an important stage of its organizational development and we are in a period of transformation, rebranding and re-imagining our strategy in line with current times. We are currently undergoing great changes in our school and are transitioning to new ways of delivering our mission and expanding our reach. We are seeking a Secretary for the Board of Directors with the skills, expertise and time to assist us to uplevel our internal systems, procedures and accountability.

Role Purpose – Ordinary Trustee

1. Ensure that SAMS complies with all relevant charity law & regulations and does not breach any requirements or rules set out in our governing documents.
2. To provide strategic oversight and input into the running of the organization .
3. To contribute towards securing a sustainable funding base for the organization.

Role Purpose – Secretary

In addition to the role of an Ordinary Trustee, the Secretary is critical for the smooth operations of the board including:

1. Fostering and maintaining a culture of communication within the organization.
2. Leading on proper implementation of procedures outlined in SAMS's Bylaws.
3. Proactively record, manage and ensure proper utilization of important organizational records.

Main Duties and Responsibilities

1. Ensure that Board members are given appropriate notice of meetings as per provisions within Bylaws of the organization.
2. Ensure that an agenda has been prepared by the Board President and Chair and that the agenda is distributed in advance of all meetings. Oversee the distribution of background information needed for discussion.
3. Prepare and distribute official minutes of meetings; record motions, discussions, votes, and decisions. Ensure timely distribution.
4. Present previous meeting's minutes to Board Members before the next meeting; ensure all actions have been completed and record any changes or corrections
5. Holds members accountable for their tasks and actions
6. Comply with any additional duties of the Secretary as outlined in SAMS' Bylaws.

Logistics

- **Location:** Board Members are spread around the world and meetings are held online, typically through Zoom.
- **Time Commitment (regular and ongoing):** The Board meets online monthly for 1.5 hours per meeting usually at 4pm PST. Trustees are expected to attend these meetings and assist with relevant matters between meetings. SAMS is a small non-profit organization with only 1 staff member currently; Trustees are therefore expected to support the running and operations of the school by completing tasks relevant to their interest and skills and committing the time necessary to achieve this. A minimum of 10 hours per month can be expected.
- **Duration:** We are looking for individuals who can commit to our Board for 4 years (2 terms of 2 years each), absent unforeseen circumstances which prevent this.
- **Salary:** This is an unpaid position. Reasonable expenses can be covered if applicable.

About You

You will live the values of SAMS, keeping the best interests of our Board Members, Staff and beneficiaries of our work at the heart of decision making. You will have the capability to support our Strategic Plan, working closely with the President and Managing Director to ensure the organization remains well governed and able to deliver our mission.

As Secretary, you will have an oversight role of all tasks which will require a fluid set of skills as well as a background knowledge and understanding of the Nonprofit sector.

Experience	Skills & Technical Competencies	Qualities
<ol style="list-style-type: none">1. Knowledge of non-profit organizational governance, administration and regulations is desirable.2. Demonstrable administrative skills, ideally at a management level.	<ol style="list-style-type: none">1. Knowledge of the SAMS paradigm and astrological approach or dedication to learning this.2. Proven ability to make and act on strategic and critical decisions.	<ol style="list-style-type: none">1. An understanding of, and commitment to, SAMS' vision, mission, values and approach.2. High level of personal integrity and commitment, with highly developed interpersonal, team working

<p>3. Experience in leadership roles, including the demonstrated ability to assign, delegate and hold other team members accountable.</p> <p>4. Previous (or current) experience within a Non-Profit, preferably in a leadership role or as a Board Member (desirable).</p>	<p>3. An ability to foster positive working relationships with a diverse range of people.</p> <p>4. Detail oriented with proven ability to multitask, organize and prioritize.</p> <p>5. Strong leadership and communication skills.</p>	<p>and communication skills, resilience and gravitas.</p>
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How to Apply

Your application should include a tailored CV/resume of no more than 2 sides, an application letter of no more than 1 side and your astrological birth information (date, time and location of birth). Your letter should detail your relevant experience, ensuring this is in line with above role description and person specification and should highlight your interest in SAMS and your motivation for joining our Board. Applications should be sent to info@shamanicastrology.com before March 1st. If shortlisted, you will be invited to interview with the President and other members of the board of directors.