

**JOB TITLE:** Coordinator – Board Documentation

- Req ID: 28964
- Department : Law & Enterprise Risk Management
- Job Type: Full-Time
- Location : Calgary, Alberta
- Country : Canada
- % of Travel : 0-10%
- # of Positions: 1.0
- Job Grade: Level 5
- Job Available to: External
- Deadline to apply: 03/06/2014

**PURPOSE OF POSITION:**

Canadian Pacific is seeking a Coordinator of Board Documentation. Reporting to the Assistant Corporate Secretary, the successful candidate will be responsible for supporting the Office of the Corporate Secretary with duties to include, but not be limited to:

**POSITION ACCOUNTABILITIES:**

- Assist in preparing notices and agendas for Board and Board Committee meetings
- Assist in preparing, compiling and distributing comprehensive Board materials, including uploading to Board vantage.
- Assist in preparing an annual calendar of Board and Committee meetings and other key dates.
- Assist with maintaining the minute books of the Corporation and other key subsidiaries.
- Assist in circulating minutes of meetings and consent resolutions.
- Maintain a schedule of Board and Board committee attendance at meetings.
- Assist with maintaining corporate governance materials, including all Board and Board Committee mandates, position descriptions and policies.
- Serve as contact for electronic board books.
- Coordinate meeting arrangements for all meetings of the Board of Directors, including travel arrangements for individual directors.

**POSITION REQUIREMENTS:**

- Relevant experience, preferably with a Canadian publicly traded company
- Post-secondary education
- Solid understanding of corporate secretarial/corporate governance best practices
- Excellent organizational skills
- Superior written and oral communication and strong interpersonal skills
- Ability to work well under pressure, prioritize multiple projects and meet deadlines
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- Be computer competent with demonstrated ability in the use of word processing, spreadsheet, database and communication software applications