



## Role Description

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<b>Position:</b>	Senior Manager, Corporate Affairs Administration
<b>Reports To:</b>	Senior Director, Corporate Affairs
<b>Tier:</b>	Senior Manager
<b>Department:</b>	Corporate Affairs
<b>Company:</b>	GS1 Canada
<b>Location:</b>	Toronto
<b>Status:</b>	Permanent, Full-time
<b>Job Number:</b>	14-SRMCAA

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### KEY ROLE

Manages the activities of GS1 Canada's Sector Boards by planning and managing the meetings of the Boards and its committees, and by participating in agenda setting, meeting preparation, minute-preparation and follow-up activities. This role supports the corporate governance of the organization.

Success in this role is defined as the delivery of well planned and executed meetings; timely delivery of accurate minutes following meetings; the development and maintenance of relationships with stakeholders in the Sector Board meetings and the meeting process.

The incumbent in this role requires strong communication, a high degree of self-direction and familiarity with management, board processes, and with the operational mandates of Not-for-Profit organizations (NPO) and how NPO's conduct business at the most senior levels. The individual interacts independently with the Board EA's, senior management and outside parties.

### DUTIES AND RESPONSIBILITIES

- Works under the direction of the Senior Director, Corporate Affairs, liaising and interacting with board members, chairs, senior management in order to set agendas and prepare for board and committee meetings;
  - Plans and manages the processes by which issues are presented to the board;
  - Produces accurate and timely minutes, capturing matters for follow-up;
  - Proactively supports and liaises with the Sector Board Facilitators in preparing for and in follow-up to their sector board meetings, including clarification of meeting outcomes, tracking follow-up items from meetings;
  - Prepares meeting related materials - including critical paths, draft minutes, draft agendas, ad hoc reports, PowerPoint presentations - and manages their distribution through an online portal;
  - Maintains the organization's regulatory corporate filings;
  - Manages administrative tasks related to changes in Board members and ongoing corporate governance functions - including Board reference materials, One Hub, email distribution lists;
  - Provides practical interpretation of by Laws and makes recommendations for action as appropriate;
  - Maintains Board Executive Guide, Orientation Manual and board member database of over 100 members;
  - Researches trends in the field of board governance and recommends changes in procedures, practices and approaches to enhance governance and board management;
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Drive for Results  
Teamwork  
Energy

Accountability  
Innovation

Integrity  
Agility  
Fun



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- Manages sector board meetings (15-20 meetings/year) and related committees;
- Performs various other duties as delegated or assigned including any special projects as they arise.

### **REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE**

- A minimum of five years of recent Professional experience in administering corporate secretarial board processes and procedures;
- Corporate secretarial training (ICSA);
- In-depth knowledge of relevant legislation and corporate governance practices;
- Relevant university degree (i.e. Business, Arts, Finance);
- High level of proficiency with MS Office Suite (Word, Excel, Outlook, PowerPoint, etc.);
- Superior written and oral communication skills addressing all audiences, particularly senior stakeholders and board members;
- Strong attention to detail;
- Strong analytical skills with the proven ability to understand and synthesize complex issues or situations and to make sound and creative recommendations or decisions;
- Outstanding, proven interpersonal, listening and negotiation skills, with the ability to communicate, maintain good relations with staff at all levels and influence others;
- Demonstrated ability to work independently and as an effective team member, to take initiative, to be proactive in anticipating and responding to board needs, and to manage multiple and changing priorities and deadlines;
- Demonstrated ability to plan and manage projects in an environment requiring co-operation, coordination and flexibility to meet objectives;
- Proven ability to work well under deadline pressure and produce results; and
- Bilingualism in French (written/spoken) an asset.
- ***Entrepreneurial spirit suited for fast-paced, results-based environment requiring flexibility to ever-changing needs.***

Interested and qualified candidates may contact us by sending a resume and cover letter detailing your relevant experience to [careers@gs1ca.org](mailto:careers@gs1ca.org).

*Only suitable candidates will be contacted for an interview.*

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