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Organization: CAA South Central Ontario

Title of position: Manager of Corporate Secretarial

Address:

60 Commerce Valley Drive East
Thornhill, Ontario
L3T 7P9

CAA South Central Ontario has been successfully servicing our members and customers for over 100 years. Our vision is to be the leading membership organization in Canada by delivering first class quality service, unparalleled member satisfaction and profitable growth.

Our high quality of service can only be achieved through our employees. We are always looking for enthusiastic people who have a proven ability to provide exceptional experiences to our members, customers and associates.

We are currently looking for a Manager of Corporate Secretarial who is responsible for providing executive level support and services to the Board of Directors and leading a team of 2.

The following outlines the responsibilities of the role.

- Preparation of agendas for all meetings ensuring that all required items are addressed
- Organization of materials and working papers for all meetings
- Taking minutes at Board of Directors meetings and Board Standing Committee meetings
- Transcribing meeting minutes
- Ensuring minutes are uploaded into subsequent board working papers and are approved and signed by the appropriate party
- Filing approved minutes in the appropriate minute books within the established timeframe
- Responsible for the planning and coordination of all aspects of meetings/events as it relates to the Board of Directors
- Supervision of two direct reports
- Maintenance of Board dedicated website
- Coordination of ongoing Board Governance duties

Job Requirements:

- Post Secondary education (preferably in the area of law or business administration)
- Clerk or paralegal certificate from a recognized Institute (preferred)
- Minimum five (5) years of experience supporting a Board of Directors
- Previous supervisory experience
- Demonstrated knowledge of Board governance, best practices, protocols and procedures
- Excellent communication skills both verbal and written
- Strong organizational and interpersonal skills
- Ability to multi-task in a fast paced environment
- High degree of proficiency with Microsoft Office suite of products

Application deadline: April 7, 2014

Submission: Please apply online at www.caasco.ca or forwarding your resume to cste@caasco.ca