

ASSISTANT CORPORATE SECRETARY

Do you want to be part of and help shape Canada's financial services industry?

Who We Are

The Canadian Payments Association (CPA; www.cdnpay.ca) underpins the Canadian financial system and economy by providing safe, efficient and effective clearing and settlement of payments. Millions of times each day, Canadians use bank machines, debit cards and cheques, and make or receive other payments which generally result in one financial institution owing money to another. In 2014, CPA systems cleared and settled 6.8 billion of these transactions, averaging \$178.1 billion each business day. As the Centre of Excellence for payments in Canada, the CPA leads our member financial institutions, businesses, government and the public in establishing rules and standards for the payments highway.

In response to a complex and changing payments environment, the CPA has undergone legislative reforms to its governing legislation, which will affect the governance and accountability structures of the organization. The coming into force of these legislative changes are expected to take place in July 2015. The changes reflect the CPA's unique status as a public purpose corporation and the federal government's objective of strengthening the governance of Canada's payments sector as it continues to evolve with the introduction of new products and players.

CPA as an Employer

Our core values of excellence, trust, and collaboration are the driving force behind our daily work philosophy and workplace environment. The CPA strongly encourages its employees to build a rewarding career and thus, offers a variety of opportunities to support individual learning and development. We offer a professional environment in a convenient downtown location. The CPA offers a competitive compensation package commensurate with experience and a comprehensive benefits package. For more information, visit our [website](#) career section.

We are currently seeking an enthusiastic and experienced professional to complement our existing Legal Team in Ottawa.

Position Summary:

Reporting to the Director, Corporate Secretariat and Compliance, the incumbent's primary function is to assist the Corporate Secretary and Director, Corporate Secretariat with all corporate secretariat functions.

Duties:

- Manage all Board and Board committee meeting preparations and logistics;

- Coordinate preparation of Board and Board committee material with other Divisions in the organization;
- Administer the Board portal;
- Attend all Board and Board Committee meetings for the purpose of recording minutes and highlighting decision or information items and follow-up actions;
- Draft all correspondence related to Board meetings, notices of meeting, agendas, work plans, resolutions, and other related materials in a professional, organized and timely manner with a high level of accuracy;
- Maintain all Board resolutions, policies, guidelines and the corporate seal;
- Assist the Corporate Secretary with the orientation of new Board Directors;
- Liaise with Board Chair, Directors, and Board Committee Chairs as appropriate; Provide input on any corporate governance reporting requirements;
- Support V.P., General Counsel and Corporate Secretary to provide input and maintain the budget set aside for Board functions, including disbursements for remuneration and reasonable expense payments;
- Responsible for coordinating and maintaining the annual calendar of Board and Committee meetings and related Board activities;
- Identify new trends in field of Board governance and recommend changes in procedures, practices and approaches to governance.

Technical competencies:

- Advanced knowledge in MS Office computer skills (Word/Excel/Powerpoint/Visio)
- Knowledge and experience with corporate governance matters; Board meeting procedures; and proficient in report writing and minute taking
- Superior drafting skills

Personal competencies:

- Demonstrated success in establishing cooperative working relationships, both internally and externally at all levels;
- Strong team and interpersonal skills with the ability to work effectively both independently and as a team member;
- Ability to deal with highly sensitive and confidential information as part of daily duties;
- Initiative, confidence and good judgment to be able to work independently with little supervision/minimal direction;
- Strong organizational and time management skills;
- Ability to work well under pressure, prioritize multiple tasks and meet deadlines;
- High degree of initiative, flexibility and resiliency;
- High personal/ethical standards;
- Strong commitment to continuous learning;
- Ability to prioritize in a changing environment;

- Strong communication skills, both written and verbally to communicate with employees at all levels, external stakeholders and service providers;
- Keen attention to detail;
- Energetic, positive and an outgoing “can-do” attitude;
- Ability to co-ordinate a wide variety of tasks simultaneously;
- Ability to recognize opportunities for improving operational efficiency;

Education/Other Requirements:

- Undergraduate degree (ideally legal or a related study);
- Corporate secretary designation or training;
- Minimum of 5 years of recent work experience as Assistant Corporate Secretary or in corporate secretarial board processes and procedures;
- Travel (approximately 5 times per year) within Canada to attend meetings; and
- Valid Criminal Records Check or willing to obtain

Qualified applicants should submit their covering letter and résumé, including salary expectations, by **May 1, 2015** to: hr@cdnpay.ca or 350 Albert Street, Suite 800, Ottawa, ON K1R 1A4 or 613-233-3385(fax), Attn: Human Resources. **No telephone calls please. Only those selected for an interview will be contacted.**