



Role Title: Assistant Vice-President & Assistant Corporate Secretary
Company: Sun Life Financial
Location: Toronto, Ontario

Overview:

Reporting to the Vice-President, Associate General Counsel & Corporate Secretary, the Assistant Vice-President & Assistant Corporate Secretary provides corporate secretarial support to Committees of the Board of Sun Life Financial Inc. (SLF), Sun Life Assurance Company of Canada (SLA), and the Boards of regulated operating subsidiaries based in Canada. He/she provides direction and oversight with respect to the Corporate Secretary's Department's compliance programs and processes relating to non-financial regulatory filings with the Office of the Superintendent of Financial Institutions (Canada), securities regulators and stock exchanges, and matters relating to company administration. He/she assists the Vice-President, Associate General Counsel & Corporate Secretary in the provision of excellent service to the Directors and executive management of SLF and SLA and other internal and external stakeholders.

Key Responsibilities/Job Functions:

- Manages all aspects of Committee meetings of the Board of SLF and SLA, including agenda preparation, distribution of meeting materials, attendance at advance meetings with Directors and senior management, drafting meeting minutes, and tracking action items to completion.
- Manages all aspects of Board meetings of regulated operating subsidiaries based in Canada, including agenda preparation, distribution of meeting materials, attendance at advance meetings with Directors and senior management, drafting meeting minutes, tracking action items to completion, facilitating orientation sessions, and facilitating annual reviews of the Boards' effectiveness.
- Provides direction and monitors the development and execution of compliance programs, including compliance questionnaires and non-financial regulatory reporting with respect to corporate and subsidiary information.
- Co-ordinates the drafting of the annual Policyholder Information Booklet for the annual meeting of SLA.
- Manages the Related Party processes in accordance with the Insurance Companies Act (Canada) and prepares related reports to the Board and OSFI.
- Assists with the preparation and monitoring of annual operating budgets.
- Leads or contributes to special projects, as required.
- Supervises, evaluates and coaches the Director, Compliance.

Knowledge/Skills/Experience/Competencies:

Knowledge:

- Advanced knowledge of corporate secretarial practices and procedures, particularly minute writing
- Knowledge of good corporate governance practices
- Basic knowledge of corporate law, particularly the Insurance Companies Act (Canada), the Securities Act (Ontario) and pertinent National Instruments, and the by-laws and regulations of the Toronto Stock Exchange and New York Stock Exchange.

Skills/Competencies:

- Exceptional written and oral communication skills
- Organizational and project management skills
- Ability to manage, coordinate and collaborate with a team of internal departments and external service providers
- Ability to interact with staff at all levels, including executive management, and members of the Board of Directors.

Experience/Education:

- Experience in a legal, regulatory or Corporate Secretarial function of a public company
- Post-secondary degree required.
- Law Clerk diploma or equivalent experience
- Professional designation as a Chartered Secretary an asset.

Other:

Scope of interactions:

- Liaise with the Vice-President, Associate General Counsel & Corporate Secretary and/or the Sun Life Law Department with respect to Board resolutions and interpretation and compliance with legislation.
- Liaise with the Finance, Compliance, Investments, Actuarial, Internal Audit, Human Resources, Risk Management and Law Departments with respect to meeting agendas.
- Liaise with Executive Management and the Board of Directors as required.
- Direct Reports 1 – indirect 2

Please apply via the link below:

<https://sunlifefinancial.taleo.net/careersection/10160/jobdetail.ftl?lang=en&job=LEG00218&src=JB-10>

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.