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Alberta Health Services Assistant Corporate Secretary

Company Overview

Alberta Health Services (“AHS”) is responsible for delivering health services to the 3.7 million people living in Alberta. The organization is Canada’s largest health care provider with over 90,000 staff and is the first province-wide, fully integrated health system. It has an annual budget exceeding \$11 billion that supports 102 hospitals, 6,800 acute care beds, 18,000 long-term care and supportive living beds, and equity partnership in 33 Primary Care Networks.

Effective June 1, 2009, AHS underwent a transformational change, shaping their future to allow achievement of the goals of access, quality and sustainability. Most important with this new organizational structure is the cultural change that supports a provincial perspective on issues, ensures that good ideas developed in one part of the province are shared across the province, and exemplifies the four AHS values of respect, accountability, transparency and engagement.

The Role

AHS is very focused on increasing their standards from a governance perspective. It would like its Board of Governors to operate as though it were a fully functional public company board, and for this reason, among others, is looking to add to its corporate secretarial team.

The successful candidate will report directly to the Senior Vice President and General Counsel and will have access to the Chair of the Governance Committee and all other board members as required. The Corporate Secretary will act as an officer who is responsible for maintaining the corporate records of AHS, ensuring that it is in compliance with statutory requirements, and advising the Board on corporate governance matters.

This is a unique opportunity to play a key role in the administration of AHS. Specifically, the successful candidate will:

- maintain all of the corporate records of AHS, including minute books and other registers.
- advise the Board on Regulatory matters.
- draft any extraordinary filings on behalf of AHS.
- attend the regular and necessary filings with appropriate authorities.
- attend all of the Board, Governance Committee and Audit Committee meetings.
- attend meetings to provide guidance and ensure that AHS complies with its governing policies and the Board Terms of Reference.
- administer the Code of Conduct in the Conflict of Interest Guidelines for Directors and Corporate staff, ensuring compliance declarations are executed by the Board and all officers of the organization.



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- carry out any other appropriate duties and responsibilities as may be assigned by the Board, Chair, Committee Chair or the CEO.

The Candidate

CORE COMPETENCIES

The following experience and skills are desired for the Corporate Secretary role:

- Junior to intermediate lawyer with five to ten years of experience, **OR**
- Experienced paralegal or clerk
- Thorough understanding of AHS
- Basic knowledge of corporate and securities law

PERSONAL CHARACTERISTICS

As important as the technical skills this person brings to the table are the softer interpersonal components of the job. Specifically, the successful candidate must:

- demonstrate a “presence” and be able to back it up with solid oral and written communication skills.
- exhibit sensitivity and intuition about what the CEO and Directors are thinking and feeling.
- read signals on the horizon and provide early warning to management
- mediate and achieve consensus
- understanding how to overcome bureaucratic thinking
- be detail-oriented
- show flexibility and creativity
- maintain a sense of humor and balance no matter how pressured a situation

Contacts

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