



ADVISORY CORPORATE SECRETARY
Part-time Consultant
Position Description

Company Description:

With Home Office located in Burnaby, British Columbia, the British Columbia Auto Association (BCAA) is a leading member based service organization with nearly 800,000 members in BC and the Yukon. The company employs over 1000 people and operates 27 branch locations and two contact centre operations

Primary Mandate:

To ensure BCAA and its subsidiary companies comply with the Society Act, the BCAA Constitution and BCAA Bylaws.

Core Accountabilities:

The core accountabilities are:

1. Manage forward meeting planning calendar with Board Chair and Committee Chairs
2. Prepare and distribute minutes of Board and Committee meetings
3. Maintaining official documents of BCAA and its subsidiaries including minute books and other corporate records
4. Oversee logistics of Board and Committee meetings, including BCAA's Annual General Meeting
5. Manage appropriate corporate filings

Additional Duties Include:

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1. Prepare appropriate written resolutions
2. Provide required procedural advice to the Board of Directors
3. Oversee, and provide direction to, the recording secretary when preparing Board material for meetings and filings

Reporting Relationships

Dual reporting relationship. Accountable to both the Board Chair and Governance Committee Chair.

Role Requirements:

The Advisory Corporate Secretary must be:

1. Capable of fulfilling duty of care to BCAA
2. Independent of BCAA Management
3. Have a working knowledge of formal meeting procedures

A typical Board calendar is made up of 5 Board meetings and 16 committee meetings per year with the majority of those meetings being held over two to three day spans in March, May, September and December. There are also two to three teleconferences per year. This Part-time consultant role will require attendance at all Board and Committee meetings and be responsible for associated document and meeting preparation.

Application Information:

Please send a cover letter and resume to:

John Allen, Chief Human Resources Officer
John.allen@bcaa.com

Application deadline is July 31, 2012