

Corporate and Board Secretary

Salary Range: \$65,619 - \$73,000

Durham College is seeking an experienced Corporate and Board Secretary to provide leadership, support and advice to the college's Board of Governors and support to the president. Reporting to the college president, this position is critical to enabling strong governance of Durham College, and is also responsible for matters related to Freedom of Information and Protection of Privacy Act and corporate records management.

Key responsibilities of this position include:

- Secretariat services to the Board and standing committees, including following parliamentary procedure, providing procedural advice, and the reporting of Board decisions internally and externally.
- Provide confidential management and effective and efficient operation of the Board of Governors office.
- Research and draft Board reports, agendas, minutes, briefing materials, policies, bylaws and committee reports.
- Research and develop sound governance policy and review of current legislation.
- Implement and maintain Board policy and procedures, develop strategies to ensure effectiveness of the office, and ensure compliance with Board goals and objectives.
- Review, direction and response to FIPPA requests;
- Maintain the corporate seal, corporate records, contracts, and other documents related to the Board.
- Provide corporate records management leadership for the college as a whole.
- Manage internal governor elections, external governor recruitment, and election of Board chair and vice-chair.
- Co-ordination and planning of Board-related special events.
- Collaborate with the University of Ontario Institute of Technology Board secretary in regards to common direction, goals and meetings between the Durham College Board of Governors and the Board at UOIT.
- Provide training to internal staff regarding their Board roles.
- Review and respond to documentation, reports, correspondence, e-mail received in the Board Office on behalf of the Board Chair.
- Prepare an annual calendar of Board meetings and work plan; coordinate the process so that reports flow in a timely manner between the administration, committees and the Board.
- Co-ordinate and maintain an online Board document and information portal.
- Participate in external conferences and workshops (Colleges Ontario, ACCC).
- Maintain strong working relationships with internal and external stakeholders, including students, businesses, post-secondary institutions and professional associations.
- Respond to emergency, urgent and sensitive issues with tact and discretion.
- Prepare annual operating budget for the Board of Governors.
- Other general responsibilities as directed by the president.

The successful candidate must have a three year diploma or degree. He/she will possess 7 years progressive executive experience with developing policy, interpreting legislation, in records management, policy governance and governance models. A Membership in Canadian Society of Corporate Secretaries would be considered an asset. The incumbent must have a high proficiency in Microsoft Word, Excel, PowerPoint and Outlook; strong interpersonal, organizational, written and oral communication, problem-solving and time management skills; the ability to use discretion; and an uncompromising understanding of confidentiality and trust. He/she must have a high level of professionalism, diplomacy and tact. An excellent understanding of college processes and organizational structure would be an asset. He/she will work an average of two to four evenings per month and the occasional weekend.

Interested candidates should submit a resume to jobs@durhamcollege.ca quoting competition number AD12-15CSCS. Applications will be received until suitable candidates are found.