

PEOPLE. That's the power behind ENMAX Corporation. As Alberta's leading energy and utility provider, our employees are driving us into the future with innovative ideas, a collective spirit to excel, and a commitment to upholding the highest level of integrity in all we do. Exploring new technologies, implementing shared values and creating solutions for a more sustainable future are some of the ways ENMAX is making a difference.

We know where we're going, want to come?

Although ENMAX is not a public issuer under guidelines established by the Canadian Securities Administrators (CSA), the goal of the Company is to meet or exceed each guideline set out by CSA.

The Corporate Secretary will closely with the Chair, the Board members and senior executives in delivering on this mandate.

Is this challenge for you? Imagine the possibilities.

Reporting to the Chair of the Board, the Corporate Secretary will be accountable to the Board, advising them on governance matters. Overall, this role will be responsible for ensuring the smooth preparation, management and follow-up to Board and Committee meetings, including maintaining the corporate records and all provincial and federal status filings.

Major Responsibilities:

- **Ensure proper Board governance and management is in place.** The Corporate Secretary will be accountable for ensuring compliance with governing legislation and corporate by-laws, as well as keeping abreast of current and prospective legal and regulatory requirements that impact the Board or Board Committees on corporate governance.
Overall, this individual will be expected to serve as the main source of governance expertise to the Chair of the Board and the Chair of the Governance Committee, as well as to the rest of the Board and management.
The Corporate Secretary will rapidly become the Board and management's key advisor on corporate governance issues and help the company with an effective approach to corporate governance. In addition, this role will coordinate ENMAX's governance disclosure, "How We Govern", and will administer the code of conduct and conflict of interest guidelines for Directors. This individual will also be accountable for ensuring the maintenance and safekeeping of appropriate corporate records, including having custody of the corporate seal, and of all provincial and federal status filings.
- **Manage the preparation of the Board meetings.** The successful candidate will be responsible for working with the Chair and Committee Chairs on the logistics, scheduling and agenda setting for Board meetings on an ad hoc, regular and quarterly basis. The Corporate Secretary must ensure that materials are prepared to a high quality and consistency and are provided on a timely basis in advance of agreed upon schedules. In addition, this role will be expected to prepare the Chair and the other Directors with adequate information and the appropriate resolutions in order to ensure a productive meeting. In addition to regular meetings, this individual will be responsible for keeping the Chair and the Directors informed, involved and up-to-date.
- **Ensure effective reporting and follow-up from Board meetings.** The successful candidate will be expected to attend all Board and shareholder meetings for the purpose of overseeing procedures, minutes, keeping a record of the proceedings and subsequent approval of these minutes. The role will also maintain all relevant records, as required, and will communicate Board actions as appropriate. The Corporate Secretary will ensure the confidentiality of such proceedings. This role will act as custodian of minutes, corporate minute books, and all Board, Shareholder and committee documents. Outside of the meetings, the Corporate Secretary will be accountable for ensuring the appropriate follow-up in preparation of the required pre-action and post-action summaries, and for alerting stakeholders about topics that should be brought to the attention of the Board.
- **Ensure effective Board administration on a day-to-day basis.** The Corporate Secretary will be expected to provide efficient, well-organized support to the Chair, the Board and Board Committees. This role will also oversee the Board's self assessment and peer assessment processes. In addition, will ensure that external Director payments and expenses are handled in an efficient and effective way. The Corporate Secretary will administer the budget of the Board and manage the Corporate Secretariat department, which consists of one other staff member.

Position Supervised:

Corporate Secretariat Analyst

Education Required:

Post Secondary Degree preferred
ICSA (Institute of Chartered Secretaries and Administrators) or ICD (Institute of Corporate Directors) certification preferred

Qualifications & Experience:

- A minimum of 8 years experience
- A seasoned and independent professional who is capable of providing thoughtful and balanced advice to a wide array of parties, including the Chair, the Directors and senior executives
- Sound judgment and experience
- Relevant experience in understanding Board governance in a corporate secretarial or legal environment
- An understanding of governance in government-owned corporations will be highly valued
- Proven expertise in corporate governance
- Superior influencing and collaboration abilities
- Outstanding organization skills
- Clear results orientation

Personal Qualities:

- Sincere interest in the utility business
- Goal oriented
- High integrity - follows through on all commitments
- Proactive
- Diplomatic

Did we mention the ENMAX Advantage?

We offer competitive compensation including market leading time off provisions, a comprehensive flexible benefits program, non-downtown location that includes great building amenities such as free onsite fitness facility with programming geared to employees needs, onsite child care centre (upon availability, offered from our ENMAX Place location 141 – 50 Ave. SE), free parking and much more. If you share our values and would like to make a difference with your career, join the team and see where the ENMAX possibilities can take you.

Location: 141 - 50th Avenue SE, Calgary, AB

Note:

- Successful applicants must provide proof of qualifications.
- This position requires the successful completion of a criminal background check. Two pieces of valid Government issued ID will be required.
- Two professional references will be requested

APPLY NOW!

Please visit our [careers page](#) to learn more about other opportunities at ENMAX Corporation.