



Role Description

Position:	Senior Manager, Corporate Affairs Administration
Reports To:	Director, Corporate Affairs Administration and Event Management
Tier:	Senior Manager
Department:	Corporate Affairs
Company:	GS1 Canada
Location:	Toronto
Status:	Permanent
Position #:	SMCA1

KEY ROLE

Manages the activities of GS1 Canada's Board of Governors and Sector Boards by planning and managing the meetings of the Boards and its committees, and by participating in agenda setting, meeting preparation, minute-preparation and follow-up activities.

The incumbent in this role requires a high degree of self-direction and familiarity with management, Board processes, and with the operational mandates of Not-for-Profit organizations (NPO) and how NPO's conduct business at the most senior levels. The individual interacts independently with the Board EA's, senior management and outside parties.

KEY DUTIES AND RESPONSIBILITIES

- Works under the direction of the Director, Corporate Affairs Administration and Event Management, liaising and interacting with board members, chairs, senior management as well as the COO in order to set agendas and prepare for board and committee meetings;
 - Plans and manages the processes by which issues are presented to the board by ensuring the overall ongoing identification, planning and tracking of issues considered by the board, flagging issues needing the board's attention (for follow up, for consultation or for decision) and ensuring that issues for discussion move forward in a timely manner;
 - Takes and prepares minutes for all board and committee meetings;
 - Manages and maintains relationships with board facilitators in order to better perform required activities;
 - Liaises with board facilitators to ensure clarity on issues and to discuss desired outcomes;
 - Works with the COO to interpret By Laws for the board and its committees and makes recommendations for action as appropriate;
 - Maintains Board Executive Guide, Orientation Manual and board member database of over 100 members;
 - Researches trends in the field of board governance and recommends changes in procedures, practices and approaches to governance and board management on an ongoing continuous-improvement basis;
 - Manages board Meetings (20-25/year) and related events including but not limited to:
 - Semi Annual Board Meetings and Sector Board Meetings
 - Audit Committee Meetings
 - Executive of the Board Committee Meetings
 - Nominations & Governance Oversight Committee Meetings
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Drive for Results
Teamwork
Energy

Accountability
Innovation

Integrity
Agility
Fun



Role Description

- Standards & Service Governance Board Meetings
- Prepares, reviews and distributes meeting materials, agendas, notifications, meeting minutes and reports such as Interim board Reports through an online portal;
- Collaborates with external partners and stakeholders, such as local executives, major businesses, community organizations as required;
- Participates in budget planning for Corporate Affairs as required;
- Assists in development of presentation materials as well as adhoc reports and manipulation of data upon request;
- Performs various other duties as delegated or assigned including any special projects as they arise.

PROFESSIONAL REQUIREMENTS

- A minimum of five years of recent professional experience in administering corporate secretarial board processes and procedures;
- Relevant university degree (i.e. Business, Arts, Finance);
- High level of proficiency with MS Office Suite (Word, Excel, Outlook, PowerPoint, etc.);
- Superior written and oral communication skills addressing all audiences, particularly senior stakeholders and board members;
- Strong analytical skills with the proven ability to quickly analyze, understand and synthesize complex issues or situations and to make sound and creative recommendations or decisions;
- Outstanding, proven interpersonal, listening and negotiation skills, with the ability to communicate and maintain good relations with staff at all levels;
- Demonstrated ability to work independently and as an effective team member, to take initiative, to be proactive in anticipating and responding to board needs, and to manage multiple and changing priorities and deadlines;
- Demonstrated ability to plan and manage projects in an environment requiring co-operation, coordination and flexibility to meet objectives;
- Proven ability to work well under deadline pressure;
- Strong management skills and the proven ability to influence others;
- Proven ability to produce results in a collaborative, team-oriented, fast paced environment;
- Ability to work independently as well as effectively within and leading a team;
- Bilingualism in French (written/spoken) an asset;
- Membership with Canadian Society of Corporate Secretaries (CSCS) an asset;
- ***Entrepreneurial spirit suited for fast-paced, results-based environment, requiring flexibility to ever-changing needs.***

Interested and qualified candidates may contact us by sending a resume and cover letter detailing relevant skills, knowledge and experience to careers@gs1ca.org

Only suitable candidates will be contacted for an interview.

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