

## Corporate Secretary, STARS and STARS Foundation

### The Organization

Celebrating their 25<sup>th</sup> Anniversary of operations in 2010, the Alberta-based Shock Trauma Air Rescue Society (STARS) is a community-supported, charitable, non-profit organization. The STARS vision of “Saving lives through partnership, innovation and leadership” is supported by four pillars: patient care and transport, emergency medical communications, education and research, and fundraising and community support. The STARS Foundation is the fundraising arm of STARS.

STARS focuses on the provision of medical care and transport for critically ill or injured patients and has been serving the citizens of Alberta and eastern British Columbia since inception. This includes inter-hospital missions from a rural hospital to a larger hospital of a higher level of care, as well as scene responses to highways, remote areas and industry work sites. Currently, operations are carried out from Calgary, Edmonton and Grande Prairie bases. In 2012, STARS will be establishing two bases in Saskatchewan, one in each of Regina and Saskatoon. Over 20,000 missions have been carried out over the past twenty-five years.

STARS is a caring organization. The care provided to patients is extended to the belief that their employees, the communities they serve and their many other stakeholders matter too. The core values of STARS are long entrenched, steadfastly held and proudly promoted.

### The Position

Reporting to the Vice-President of Governance, External Affairs and Communications, this is a dedicated senior management position in the area of board governance, in supporting the increasing scope and complexity of STARS and STARS Foundation and related entities, and in light of additional geographic locations along with increasing governance, legislative, compliance and regulatory requirements and the associated risks and opportunities. The position is based in Calgary, Alberta.

The incumbent will:

- Work closely with all internal senior executives and many functional department managers, the Board Chairs and Committee Chairs, as well as external legal counsel, regulatory bodies, donors, volunteers and health officials.
- Monitor, evaluate and provide recommendations to the STARS and STARS Foundation Boards related to best corporate governance practices and policies.
- Ensure delivery of effective corporate secretariat functions and practices in support of the Board governance of STARS and STARS Foundation and related entities through oversight, coordination and administration of matters relating to the Boards of Directors.
- Maintain vital corporate governance documents, records and registries and the recording and retention of Board and Board Committee minutes. Attend all Board and Committee meetings and ensure an effective and timely flow of information to the Boards of Directors.
- Follow up on resolutions and decisions of the Boards and establish the annual Board Schedule for regular Board and Board Committee meetings and for the Annual General Meetings.
- Contribute to an effective compliance and legislative monitoring process and work closely with senior management in support of these functions integrating STARS Safety and Risk Management programs and policies.

- Meet the organizations' annual and other regulatory filings, working closely with external legal counsel
- Ensure governance activities are in compliance with corporate policy, relevant legislation and the requirements of related agreements.
- Ensure appropriate flow of information is provided to the Boards and Board Committees and promote and facilitate strong and open communication and working relationships between and among them.
- Develop and monitor the annual budget of the STARS and STARS Foundation Boards of Directors.

## The Candidate

Suitable candidates for this position will have a combination of the following attributes, experience and qualifications:

- 7+ years of related and relevant experience ideally augmented by a business or law degree.
- A seasoned corporate governance professional with a demonstrated knowledge of Board governance, best practices and appropriate protocols and procedures.
- A basic knowledge of corporate law.
- Strong oral and written communications skills – listening, facilitation and presentation skills are essential.
- Demonstrated experience with issues management, problem-solving, policy development, and corporate procedures and practices.
- Strong leadership and relationship-building skills with an ability to work with diverse stakeholders (internal and external) at a senior executive level, acquiring and disseminating sensitive/confidential information.
- Detail-oriented, along with the ability to manage large volumes of information.
- Demonstrated effective supervisory skills.
- Strong working knowledge of technology and software systems.
- An understanding of a non-profit environment is a definite asset.

## The Compensation

This position will provide the successful candidate with a comprehensive Total Rewards Package. This will include an attractive annual base salary and a complete benefits package. Some relocation provisions will be made available.

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We thank all interested applicants, however only qualified candidates will be contacted for an interview. All candidates who apply will receive acknowledgment.