



Interested in being a part of a values based financial cooperative, where building prosperity for our members through trusted financial advice while driving towards our goal of community well-being is the vision we all work towards? If so, here's your chance to be part of a talented Governance team as our next...

Senior Governance Officer

Based in Vancouver, BC the Senior Governance Officer reports to the Director, Governance Services and is a key member of the Governance team, helping to ensure: Vancity's governance statutory obligations are successfully met; the capacity of the Board of Directors is optimized, enabling the Board to achieve its mandate; and the people resources of the Governance Team are optimized.

The successful candidate is accountable for:

- Provide technical coaching, training and support to the Governance Services Team and participate in the coordination of performance feedback under the direction of the Director.
- Monitor workflow and participate in the optimization of work processes and systems that facilitate operational efficiency, mitigate risk and achieve team results.
- Prepare, compile and maintain governance records (e.g. minutes, agendas and documentation for corporate records books) in accordance with established programs and execute the statutory and regulatory filings including but not limited to, Corporate Registry, FICOM and OSFI.
- Advise senior leaders regarding Board governance requirements.
- Support the Board of Directors Election and coordinate election activities in accordance with the Rules of the Credit Union, regulatory and statutory requirements.
- Coordinate Annual General Meeting activities and Board/Board Committee meetings as directed by the Director Governance Services.

Education and Experience

Education:

The competencies for this position would typically be acquired through a degree or diploma in Business Administration or certification as a Legal Assistant and six + years related experience; or an equivalent combination of education and experience.

Experience:

- Solid understanding of meeting procedures and demonstrated proficient minute taking
- Solid verbal and written communication skills and demonstrated ability to maintain discretion with confidential information
- Advanced organizational and time management skills
- Demonstrated ability to effectively interact with all levels of management and staff both internally and externally and present a professional and positive image
- Advanced understanding of regulatory requirements in the financial services industry
- Solid understanding of Citizens Bank and Vancity mission statements, business plans and reporting structure
- Solid understanding of best practices in governance
- Solid understanding of Board Recruitment and Election processes
- Demonstrated leadership skills
- Proficiency with related computers software programs, including word processing, spreadsheets and email
- Proficiency with ALF software, Adobe, Access database, BoardWorks and SharePoint are an asset
- Knowledge of Credit Union Act, Corporations Act, Financial Institutions Act and Bank Act.

Sound like a good fit? Put your outstanding skills to use in a fast-paced, dynamic work environment at Canada's largest credit union. Apply online by January 20th, 2012 at www.vancitycareers.com.