

Corporate Secretary

Association of Science and Engineering Technology Professionals of Alberta (ASET)

Location: Edmonton, Alberta (on-site with hybrid schedule)

ABOUT US

The [Association of Science and Engineering Technology Professionals of Alberta](#) (ASET) is Alberta's professional regulatory body for applied science and engineering technology professionals. ASET is entering a pivotal new chapter as Alberta transitions professional organizations under the Professional Governance Act (PGA), a modernization of the province's professional regulatory framework. This shift accelerates expectations for public-interest regulation, transparency, and governance discipline, requiring decision-making processes that are consistent, proportionate, and well-documented.

THE OPPORTUNITY

With the PGA transition underway and regulatory expectations increasing, ASET is investing in governance capacity to ensure its Council and committees operate with clarity, accountability, and defensible decision records.

Reporting to the CEO, the newly created **Corporate Secretary** serves as ASET's primary governance professional and a trusted advisor to Council, the Council Chair, and executive leadership on governance operations, decision integrity, and overall Council effectiveness. This role is central to strengthening ASET's governance infrastructure, balancing rigor and compliance with efficiency and practical execution, so Council can fulfill its fiduciary and oversight responsibilities with confidence.

As Corporate Secretary, you will enable an effective Council and committee environment by establishing clear decision pathways, improving the quality and flow of information to support deliberation, and ensuring disciplined, compliant governance processes. You will also bring a strong governance risk lens, helping anticipate and manage bylaw and policy compliance, conflict of interest practices, meeting integrity, and accurate decision records, so the organization can govern transparently and defensibly.

THE IDEAL CANDIDATE

You are an experienced governance professional who brings sound judgment and strong diplomacy, with adaptive and effective communication and interpersonal skills. You thrive in environments undergoing change, can quickly synthesize and simplify complex information for decision-makers, and are experienced advising senior volunteers and executives with professionalism, discretion, and confidence. You are comfortable in complexity and change, but you also value stability and consistency.

You bring a calm, objective presence, helping Council members navigate the transformation to a modern regulator. You provide support for good governance in a way that is accessible, respectful, and confidence-building, while maintaining rigor, objectivity, and public-interest focus.

KEY ACCOUNTABILITIES

In this role reporting to the CEO, you will:

1) Support Effective Council & Committee Operations

- Coordinate the end-to-end Council and committee governance cycle (annual calendar, agendas, workplans, action tracking) to ensure meetings are efficient, decision-ready, and well-run.
- Ensure high-quality governance materials and records (minutes, resolutions/decisions, action logs) that preserve institutional memory and support informed decision-making.

2) Steward Governance Frameworks & Ensure Compliance

- Advise on, implement, and support continuous improvement of ASET's governance framework (bylaws, policies, terms of reference, governance procedures) so Council and committees operate with clarity, consistency, and legislative compliance.
- Provide governance guidance to the Council Chair and committee Chairs, including roles, decision rights, conflict of interest, boundaries, and governance best practice.

3) Support Council Development & Effectiveness

- Administer Council member lifecycle processes (terms, appointments, eligibility) and support nominations/elections with integrity and procedural rigor.
- Lead Council onboarding and orientation, and coordinate ongoing governance learning to strengthen role clarity, decision quality, and effectiveness.
- Support Council and committee effectiveness reviews and ensure actions are tracked and implemented.
- Serve as a trusted governance advisor to the Chair, Council members, committees, and CEO, adapting communication style, level of detail, and approach to meet needs and maturity, while ensuring consistent access to the right resources, information, and governance best practices.

4) Provide Governance Intelligence, Risk Oversight, & Decision Support

- Produce governance briefings, dashboards, and decision-support materials that enable oversight and informed, defensible decisions by Council and executive leadership.
- Monitor and escalate governance-related risks (process, compliance, decision integrity, reputational) and provide early warning with clear options and recommendations.

5) Modernize Governance Systems & Drive Continuous Improvement

- Lead governance process improvements and special initiatives from start to finish, strengthening efficiency, consistency, and compliance as ASET transitions to a modern regulator.
 - Administer and optimize governance platforms (Board portal, SharePoint/secure repositories) to ensure secure, consistent, and accessible governance information.
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QUALIFICATIONS

- Bachelor's degree (or equivalent) in Business, Public Administration, Governance, Policy, Law-related studies, or a related field.
- Professional governance certification (e.g., governance institute designation/certificate) is an asset.
- Minimum 7 years of progressively responsible experience in corporate secretariat functions, Board/Council governance support, regulatory administration, or a comparable environment.
- Knowledge of administrative law and corporate governance, preferably in a self-regulatory organization, regulator, or not-for-profit context.
- Strong understanding of legislation, policy frameworks, and regulatory governance and the ability to operationalize requirements into practical governance processes.
- Working knowledge of regulated professions and modern governance models.
- Proficiency with governance platforms (board portals, SharePoint/secure repositories) and advanced Microsoft 365 skills.

Skills & Attributes:

- **Relationship-based Influence:** Builds trust quickly across diverse stakeholders and navigates sensitive dynamics with diplomacy and professionalism.
- **Judgment, Acumen & Integrity:** Demonstrates neutrality, protects confidentiality, and applies sound judgment and emotional intelligence in high-stakes and complex situations.
- **Change & Improvement Mindset:** Constructively challenges the status quo and develops innovative solutions to solve problems or address opportunities.
- **Clear communication:** Synthesizes complex information into concise messages and produces high-quality written materials for decision-makers.
- **Planning and organizing:** Skilled in planning, prioritizing, and coordinating multiple projects, while staying ahead of deadlines, managing competing demands, and ensuring timelines and deliverables are executed reliably.

COMPENSATION

ASET offers a competitive compensation and benefits package.

CONTACT US

If this opportunity aligns with your interest, experience, and qualifications, we invite you to apply in confidence by sending your cover letter and current resume to **Arthur Lyons** at arthur@wmc.on.ca.

This position will remain open until filled.

Please note: Leadership assessments and background checks will be conducted as part of the selection process. ***We thank all applicants for their interest; however, only those selected for an interview will be contacted by ASET.***
