



Corporate Secretary

The Canadian Light Source Inc. (CLSI) is a national research facility of the University of Saskatchewan. CLS produces very bright light to explore the nature and structure of molecules and serves national and international users from academia, industry, and government institutions.

CLSI is now accepting applications for a Corporate Secretary. The Corporate Secretary holds primary responsibility for the administration and guidance of activities related to the CLSI Board of Directors, ensuring that CLSI complies with its governing legislation, articles of incorporation, and bylaws. The Corporate Secretary acts as the liaison between the Board of Directors and CLS Executive Management while ensuring best principles of corporate governance are implemented within the organization. If you are passionate about Corporate Governance, have a knack for organization, and have a strong grasp of modern technologies, we encourage you to apply.

Responsibilities:

- Acts as a first point of contact on behalf of the Board of Directors, ensuring that key decisions and discussions are adequately disclosed to CLSI management and key stakeholders; ensures public disclosure of the CLSI corporate governance practices.
- Consults with the Board Chair and CLS Executive Management regarding the scheduling of Board and Committee meetings and assists in the setting of agendas for these meetings.
- Plans and organizes meetings and ensures meeting agenda and supporting documentation is sent to members in advance of meetings, including signature approvals and cancellations, financials and strategy documents.
- Takes and drafts minutes of meetings, ensuring that all deliberations, recommendations, directions, decisions and resolutions of the Board are recorded and such minutes are circulated to all Directors. Ensures follow up on actions and decisions from the Board and its Committees.
- Contributes to the identification of issues or topics that should be brought to the attention of the Board, and to CLS Executive Management and crafts clear, concise, articulate and timely communication with an appropriate level of detail and tone.
- Maintains and safeguards CLSI corporate and legal documents, records and reports.
- Files the corporate annual return(s), ensuring the legal status of corporation and shareholder records are maintained.
- Coordinates and assists with the preparation of the CLSI Annual Report and other governance related information.
- Assist in the development and implementation of governance policies, procedures and Terms of Reference.
- Undertakes special projects as assigned (e.g. Funding Proposal Submissions), providing project coordination involving the capture and consolidation of information/milestone activities and dates, tracking and executing next steps and deliverables. Prepares reports for external stakeholders as required.
- Assists in the succession planning for the Board and its Committees, and facilitates the orientation and continuing education and professional development of Directors, with direction from the Governance and Nominating Committee.
- Assists the Board of Directors with Board Performance Measures and monitors activities to ensure Directors are achieving the Board mandate.
- Travel will be required in the role for board meeting participation.

Qualifications:

- A relevant undergraduate degree with the ability to obtain a Governance Professionals of Canada Designation.
- A minimum of five years of experience, specifically as a Corporate Secretary or Legal Assistant. Demonstrated knowledge to deal with all levels of a complex corporate structure.
- Proficiency in Microsoft Office, board management software, and conducting meetings using virtual meeting platforms
- Excellent oral and written communication skills, with extensive experience in researching, drafting, and editing documents.
- Highly focused with strong attention to detail.
- Strong organizational and time management skills.
- Strong analytical and interpretive skills.
- Initiative, confidence, and good judgment to be able to work independently with minimal direction and to respond effectively to issues that arise in the absence of management.
- Ability to deal with highly sensitive and confidential information as part of daily duties.
- Experience working in a non-profit environment or government funded institution would be considered an asset.

Salary: Salary Range is from \$65,994 - \$89,250 and will be commensurate with qualifications and experience.

Remuneration: Remuneration will be commensurate with qualifications and experience. A comprehensive benefits package, including supplemental health and dental insurance, life insurance, a pension plan, and four weeks' vacation, is part of a competitive compensation package.

To Apply: Submit a cover letter, resume, and references in confidence online at www.lightsource.ca/careers. Applications will be accepted until June 16, 2024. While all applicants are thanked for their interest, only short-listed candidates will be contacted.

Canadian Light Source Inc. (CLSI) is an equal opportunities employer and encourages members of designated groups (women, Indigenous people, people with disabilities and visible minorities) to self-identify on their applications. One of our values is Equity, Diversity, and Inclusion and we strive to create a workforce that reflects our users and the community in which we live. We welcome all qualified candidates to apply, and we hope you will choose CLSI as your employer of choice. If you have any questions or concerns about accessible employment at CLSI, or to begin a confidential conversation about your individual accessibility or accommodation needs through our recruitment process, please contact us at jobs@lightsource.ca.