



Manager, Board Services

Toronto Pearson is transforming. Now's the time for your career to fly.

The Greater Toronto Airports Authority (GTAA) is a unique and dynamic place to work, with a bold plan to make Toronto Pearson, Canada's leading global hub airport, a global leader in airport performance, customer care and sustainability. Together with our partners, approximately 1,900 GTAA employees are working to create a next-generation airport by innovating in all we do and striving for the most uplifting, safe and efficient experience for our passengers – all while championing the prosperity of our people, the community we call home, and our aviation partners. Join us on our journey together, as we put the joy back into travel and make Toronto Pearson the chosen place to fly and work.

What's in it for you?

- An opportunity to grow, develop, and thrive within a dynamic, and fast-growing company alongside thoughtful and passionate individuals dedicated to their work and community.
- Comprehensive benefits, including a flexible retirement program with employer matching, along with voluntary savings options (RRSP, TFSA, and Non-Registered Savings Plans).
- A flexible hybrid work environment, continuous internal and external learning opportunities, and a meaningful reward and recognition program.

What can you expect from this position?

Reporting to the Legal Counsel and Corporate Secretary, the Manager, Board Services, plays a critical role in supporting the governance framework of the Greater Toronto Airports Authority (GTAA). This position is responsible for the planning, coordination, and seamless execution of Board and Committee meetings, while delivering exceptional support to the GTAA Board of Directors and its Committees.

The Board comprises up to fifteen Directors and meets at least four times annually. Standing Committees include the Audit Committee, Human Resources and Compensation Committee, Governance and Stakeholder Relations Committee, Planning and Commercial Development Committee, and the LIFT Committee, with additional ad hoc committees convened as required. Each Committee meets a minimum of four times per year.

The Manager, Board Services, works closely with the Legal Counsel and Corporate Secretary, the CEO Office, senior leadership, and Board members to ensure effective governance and operational excellence.

As Manager, Board Services, you will:

- Support the planning and execution of Board and Committee meetings, ensuring alignment with governance best practices and organizational priorities.
- Collaborate with Legal Counsel, Corporate Secretary, and Executive Leadership to develop agendas that drive informed decision-making.
- Manage the distribution of Board materials through secure platforms, ensuring accuracy, confidentiality, and timely delivery.
- Ensure high-quality documentation of Board proceedings, including drafting/validating minutes, tracking decisions, and follow-up actions.
- Maintain minute books and corporate records.
- Maintain and track progress against Board and Committee workplans, ensuring compliance with charters, terms of reference, and regulatory requirements.
- Manage meeting logistics and Board of Director travel arrangements, providing exceptional support for Board-related needs.
- Coordinate Board education and orientation activities.
- Administer Board-related budgets and financial processes, including expense reconciliation, vendor management, and cost-efficiency recommendations.
- Ensure integrity of corporate records and Board portal systems, maintaining minute books and historical archives, and delivering expert-level support for digital governance tools.
- Drive governance excellence through continuous improvement initiatives, enhancing processes, technology utilization, and stakeholder experience.
- Perform additional duties as assigned.

This is the role for you, if you have:

- Post-secondary education with a minimum of 3 years of relevant experience working as a board manager, assistant corporate secretary, or as an in-house paralegal or law clerk performing corporate secretarial and corporate governance duties.
- Strong ability to exercise judgement, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature.
- Exceptional communication and interpersonal skills, with proven experience working directly with Board members and executives, and in preparing accurate, high-quality Board materials.
- Strong organizational and time management capabilities, with the ability to prioritize competing demands and meet strict deadlines.
- Advanced proficiency in Microsoft Office 365 and experience administering electronic board portals (e.g., Boardvantage, Diligent)
- Flexibility to work outside standard business hours/location as required.
- Ability to obtain and retain a Transportation Security Clearance.

The GTAA is committed to Employment Equity and maintaining a diverse, equitable and inclusive workplace where everyone can thrive.

Contact: Lara.Batarseh@gtaa.com.

Candidates can apply for the job by emailing careers@gtaa.com.