

## **BOARD SECRETARY**

**Permanent Full Time**

**Ottawa, Ontario – Hybrid**

**<https://sogc.org/>**

Looking for a career opportunity with an established and reputable national organization that makes a real difference in women's health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program?

**The Society of Obstetricians and Gynaecologists of Canada's (SOGC)** ongoing mission is to lead the advancement of women's health through excellence and collaborative professional practice and is Canada's national voice on women's health.

The SOGC has over 4,000 members, comprised of: obstetricians; gynaecologists; family physicians; nurses; midwives and allied health professionals working in the field of sexual and reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on sexual and reproductive health and on evidence-based training and education. The SOGC leads the development of 12–17 clinical practice guidelines per year and hosts three regional continuing medical education meetings, and an Annual Clinical and Scientific Conference. The SOGC also coordinates and hosts in-person and virtual academic programs for participants at all stages of their career: medical students, residents and practicing health professionals.

### **POSITION DESCRIPTION**

Reporting directly to the CEO and the Board Chair, the **Board Secretary** is responsible for the planning and coordination of all SOGC Board and Committee activities, including the Annual General Meeting, by providing executive support to ensure smooth functioning of the governance activities of the SOGC.

### **KEY RESPONSIBILITIES**

*General:*

- Participates in the deployment of corporate and governance policies.
- Updates and implements corporate knowledge management processes and procedures.
- Produces quarterly Key Performance Indicator Reports and other corporate reports as required.
- Develops, prepares and modifies documents including correspondence, reports, drafts, memos and emails.
- Maintains an electronic and hard copy filing system.
- Participates in the annual membership recruitment campaign.
- Participates in special projects as assigned.
- Serves as back-up for Corporate Office Executive Assistant.
- Performs other related duties.

*Board of Directors and Board Committees:*

- Coordinates all meeting requirements in a timely manner including scheduling, preparing agendas, providing all supporting documents for Board members, producing accurate minutes of meetings, following-up on action items.
- Liaises with President and CEO for Board and Executive agendas.
- Maintains Board online portal.
- Organizes Board orientation, working with President and the Senior Leadership Team.
- Maintains the Board and President's manuals, ensuring that they are up to date and compliant.
- Organizes the Board awards process.
- Organizes Board dinners, coordinating with Communications for all ceremonies and speeches, for the Board and Presidential cycle.
- Coordinates VIP selection and prepares invitations.
- Organizes the induction ceremony and serves as protocol officer for that event with the event planner for appropriate space and catering at face-to-face meetings where required.

*Nominations and Talent Acquisition Committee of the Board:*

- Maintains records including terms of reference, committee membership and policies and procedures.
- Maintains accurate records of the Board members, their terms of office including dates for re-election or term completion.
- Manages the nomination and election processes for the Board Directors.

*Governance Committee:*

- Provides administrative support to the Governance Committee.
- Works with the CEO to ensure compliance with federal and provincial board governance laws.
- Maintains historical records.

**QUALIFICATIONS, EXPERIENCE and KEY SKILLS**

- 7 + years of experience in a senior administrative or project management role.
- University degree or College diploma.
- Proficiency in MS word, MS Excel, MS Visio and MS Outlook a must.
- Proficiency in SharePoint an asset.
- Excellent communication skills in English and French (written and verbal).
- Ability to prioritize projects and strong problem-solving skills.
- Good research skills and attention to detail.
- A strong level of confidentiality is required.

### **ADDITIONAL JOB REQUIREMENTS**

- Ability to work weekends and overtime.
- Some travel may be required.

### **WHAT WE OFFER**

- Total Compensation Package.
- Benefits after three months.
- Pension matching after one year.
- Three weeks of vacation.
- Hybrid flexible workplace split between in-office and home office schedules.

Please submit your cover letter and resume to [careers@sogc.com](mailto:careers@sogc.com).

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.