
Corporate Secretary

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About the College of Immigration and Citizenship Consultants (the College)

The College is the authority mandated by the Government of Canada to regulate the practice of Regulated Canadian Immigration Consultants (RCICs) and Regulated International Student Immigration Advisors (RISIAs). Its role, authority and powers are established in the *College of Immigration and Citizenship Consultants Act* (Canada). The College sets and enforces the licensing, education and ethical standards of the profession, in the public interest.

Industry

Self-Regulatory Organization (SRO)

Position

JOB TITLE:	Corporate Secretary
Department:	Office of the CEO
Reports to:	President & CEO
Language Requirement:	English
Location:	Canada
Classification:	Full-Time

Why join us?

Do you want to be part of a team that strives to enhance and uphold Canada's immigration and citizenship consulting profession? If you share our passion and purpose, please consider applying for the opportunity below to become part of a team that makes a difference.

How will this role support our team?

The Corporate Secretary is responsible for providing advice and support on:

- Corporate governance best practices.
- Statutory and governmental reporting obligations.
- Legal, policy and administrative matters to the President & CEO and COO.
- Overall coordination to the Board of Directors and Board Committees.

Responsibilities Include (but are not limited to)

- Collaborate with Professional Standards, Research, Education and Policy Department (PREP) to research and provide advice on corporate governance best practices for professional self-regulatory organizations.
- Assist with select corporate, statutory and other government filings and reports.
- Assist with the Annual General Meeting process, including Board elections, and other stakeholder engagement activities.
- Coordinate Board of Directors and Board Committee meetings, including materials, correspondence, minutes, agendas, action reports and follow-ups.
- Maintain a Board orientation manual to facilitate the onboarding new Board members.
- Ensure Board policies and procedures are communicated and complied with.
- Advise on the Board's legislative and regulatory requirements.
- Liaise with and manage outside counsel engaged to represent the College in corporate litigation and/or commercial matters.
- Lead, mentor and manage the Administrative Coordinator.

This role will support our team by providing:

- Written and verbal communication skills to interact and build relationships with all levels of the organization
- Judgment, critical thinking and decision-making skills
- Organizational skills to develop, organize and implement procedures

Required Education and Experience

- Licensed lawyer with 2-5 years of experience in government, private practice or in-house counsel at a similar organization
- Knowledge of corporate law and corporate governance, preferably in a not-for-profit or SRO context
- Experience supporting volunteer or paid members of the Board, committees, task forces and working groups

What We Offer

- Work Location: During the COVID-19 pandemic, in order to keep all our candidates safe, the College is hiring and onboarding 100% remotely
- The opportunity to protect the public interest within the immigration and citizenship sector
- A culture of transparency, where team members are involved in important conversations
- Full health benefits from day one for you and your family
- Access to the Employee and Family Assistance program
- RRSP match

How to Apply

[Click here](#) to upload your resume and brief cover letter indicating why you feel you are fit for this role.

On December 7, 2021, the Minister of Labour announced that the Government of Canada will propose regulations to make vaccination mandatory in all federally regulated workplaces, as of early 2022. The College is a federally regulated workplace and intends to comply with these upcoming regulations. The College will comply with its duty to accommodate applicants and employees in the manner and to the extent required by applicable law.

The College is an equal opportunity employer. We welcome applications from persons legally entitled to work in Canada, who represent the diversity of our nation, and whose qualifications meet the skills and experiences we seek. We are committed to providing equal opportunities to all candidates and to meeting the needs of people with disabilities. Should you be contacted regarding an employment opportunity and require an accommodation for a disability, we will be pleased to work with you to identify how we can best support you through this process.

The successful candidate will be required to undergo a criminal background check.

While we thank all applicants for their interest, only those identified for further consideration will be contacted.