

**Position Name:** Corporate Secretary  
**Reports To:** Executive Director  
**Date Created:** November 1, 2022  
**Date Reviewed:**

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### About Stepped Care Solutions

At Stepped Care Solutions, we're on a mission to radically transform the way mental health care is accessed and delivered in communities and institutions, big and small, by dramatically reducing wait times and increasing flexibility to provide more personalised care and a more socially just system. We are a Canadian not for profit consultancy group dedicated to collaborating with organisations, communities and the individuals they serve to support their transformation in providing flexible and high-quality mental health and substance use services. Our global team of consultants uses their leading clinical and practical health care expertise to support the co-design of innovative care models. As an organisation we live by our values including the beliefs that the whole is greater than the sum of its parts and diverse perspectives co-developing together will generate more effective solutions (which we define as synergy).

All SCS staff are:

- Adaptable and committed to continuous learning based on a growth mindset
- Compassionate and empathetic
- Collaborative
- Committed to promoting diversity, equity, and inclusion
- Dedicated to making a difference
- Willing to disrupt traditional ways of doing things

### Position Summary

The Corporate Secretary reports directly to the Executive Director and will manage the day-to-day activities and strategic alignment of emerging issues and themes related to the Board of Directors. This position provides support to the Board of Directors and related Board Committees and will be responsible for planning and executing board-related meetings, maintaining records, developing reports, and liaising with Board members and executives to guarantee that the information provided supports long-term planning and is accurate and in compliance with by-laws and regulations and good governance practices.

Here's what you'll be responsible for:

- Plan, prepare and execute all Board of Director meetings, committee meetings and events held throughout Canada.
- Attend meetings of the Board and all Board Committees and act as recording secretary, assuring development and retention of adequate records, action lists and committee reports to the Board.

- Propose and maintain an annual Board meeting and events schedule and ensure that all notices of meetings are in compliance with the by-laws.
- Maintain a full contact list of Board members, including Board member appointment and dates, terms of appointment and Board member biographies.
- Manage all external correspondence and ensure that requests made of the Board of Directors, or relevant to governance, are reported and responded to in a timely manner.
- Ensure that the Board and senior management are well advised on corporate governance issues.
- Provide support to the Board of Directors on Board meetings, record keeping and reports in compliance with regulations.
- Coordinate the Board recruitment process (oversee advertisement, coordinate selection of candidates, schedule interviews, coordinate nomination and election processes).
- Maintain the Board's Governance documents such as by-laws, agreements and policies.
- Ensure timely filings of documents with corporate regulatory bodies.

#### Education and Experience

- Post-secondary education in Business, corporate Governance or Administration; Certification in Corporate Governance.
- Minimum 5 years of Corporate Governance experience specifically within a not-for-profit organization, with demonstrated knowledge of Corporate Governance guidelines.
- Knowledge of mental health services and supports is an asset.

#### Knowledge, Skills and Abilities

- Excellent judgment and time management skills in proactively determining task priorities and organize workflow accordingly.
- Strong interpersonal and communication skills to respond to diverse stakeholder groups.
- Diplomacy and negotiation skills to manage potential issues/conflicts.
- Ability to maintain strict confidentiality.
- Ability to work flexibly and collaboratively to ensure deliverables are met in a fast-paced environment of changing/conflicting priorities and high deadline demands.
- Outstanding organizational skills and judgment
- Experience in meeting and conference coordination and tracking
- Ability to take initiative and work independently.
- Excellent verbal and written communication and presentation skills.
- Fluency in French and English (written and spoken).

#### Workplace Diversity, Inclusion & Equality

SCS is committed to fostering a diverse inclusive culture. Consistent with our stepped care philosophy we believe the unique contributions that people can bring in terms of their education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

#### Accessibility

SCS welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If you are a person with a disability and require accommodation during the process, please contact at [hr@steppedcaresolutions.com](mailto:hr@steppedcaresolutions.com).