

## **It's an exciting time to join Wyth.**

Wyth is a Canadian digital bank that has been named one of Canada's Best Managed Companies many times over. We're on a bold journey to create the future of banking. We want to evolve the way Canadians bank and to enable their success. We're growing into a top-tier company that delivers great value to employees, customers and stakeholders.

Our team is national and a large majority of us work remotely. Our workplace is friendly, welcoming, inclusive and ever evolving. Join us if you want to be part of The Bank That Does.

## **Governance Director & Assistant Corporate Secretary**

(Full-time)

### **Key Outcomes:**

The Governance Director & Assistant Corporate Secretary is responsible for supporting the Board of Directors of both Wyth Financial and Wyth Trust (collectively "The Board") in fulfilling their governance accountabilities. Reporting directly to the Corporate Secretary, the Governance Director & Assistant Corporate Secretary provides governance leadership and expertise, is a key liaison between the Board and Management, and leads key day-to-day functions in the Governance division to ensure Wyth demonstrates effective corporate governance.

This position works with the Corporate Secretary to develop governance frameworks, policies and process that ensure the effective and efficient operation of the Board and Committees, including leading the research, development, recommendation and implementation of systems, processes and procedures that ensure ongoing compliance with regulatory requirements, good corporate governance practices and effective Board functions. This position also reviews and summarizes regulatory guidelines and best practices in governance matters, and drafts complex governance documents in support of Board/Committee mandates. This position acts as a key resource for the Governance Committee of the Board by drafting board materials for the Committee to identify and address issues relevant to Wyth's governance initiatives, such as facilitation of competency gap assessments, assessments of Director independence and Board/Director performance assessments.

The Governance Director & Assistant Corporate Secretary ensures effective board meeting administration by developing and maintaining Board and Committee work plans and meeting agendas that ensure the Board fulfills its legal and fiduciary obligations to Wyth as a Bank. This position ensures timely and accurate posting of Board and Committee material in advance of meetings, attends Board and Committee meetings to act as the recording secretary, prepares draft minutes for all Board and Committee meetings, and liaises with both Management and Chairs to review draft minutes.

### **Qualifications:**

- Completion of a post-secondary degree or program in a legal field from a recognized Canadian university or its equivalent
- 5 years related Board experience in a similar governance position, or an equivalent combination of education and experience with a major financial institution or company
- Good knowledge of corporate legislation and solid understanding of corporate secretarial/ corporate governance best practices
- Combination of education and experience will be considered

As of December 31, 2021, the Bank requires all employees to be fully vaccinated and complete an attestation upon the time of hire. If you cannot receive the COVID-19 vaccine due to a qualifying medical condition or require an accommodation due to grounds protected under the *Canadian Human Rights Act* you will be required to follow the Bank's policy and process to apply for an exemption/accommodation.

Applications for this opportunity will be accepted until end of day **Friday, January 21, 2022**.

At Wyth, our goal is to achieve a workforce as diverse as the people we partner with. We encourage all members of the designated groups; aboriginal peoples, persons with disabilities, women, visible minorities and others to join our team. Wyth strives to provide a safe and respectful work environment free of discrimination and harassment and is committed to an inclusive, barrier-free recruitment and selection processes.

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

### **About us**

We're an innovative and future-focused company. Through our partnerships with Fintechs, we focus on delivering unique financial products to retail, business, credit union and Fintech customers.

We're passionate about solving problems for our customers by making their banking experience easy and helpful.

Our employees are our strength. We aim to keep them healthy and support them to be their best selves. We offer a competitive total rewards package with a full range of benefits and flexible work options.

Visit [wyth.ca](https://wyth.ca) to learn more.