

## Corporate Services Team Lead and Assistant Corporate Secretary

Start date: ASAP

Posting # 2022-14

***The Corporate Services Team Lead and Assistant Corporate Secretary reports to the Executive Director at Hospice Wellington.*** This is a role that supports the Board of Directors in key governance responsibilities and the Executive Director in key operational duties and accountability. This role requires an ongoing commitment to supporting a strong organization in governance, excellence of care, workplace safety, financial and risk management, compliance and performance monitoring. This is a full-time position, 37.5 hours per week, with additional evening and weekend work when necessary.

### **Position Overview:**

The Corporate Services Team Lead and Assistant Corporate Secretary is responsible for support to the Board and organizational governance and functionality including operational objectives and strategic goals, quality improvement, risk assessment, compliance and reporting. The role contributes to the preparation of the annual budget and financial reports. This position requires critical thinking, proactive problem solving, discipline to inform decision-making, intuition, time management, and collaboration skills.

### **Key Responsibilities include:**

- Liaise with leadership team to implement Operational Plan, annual budget and achievement of strategic goals
- Provide ongoing governance support to Executive Director, Board Secretary, Board of Directors and Board Committees
- Provide support to quality improvement plan, including metrics and analysis; risk management including assessment and reporting; and financial reporting
- Oversight of facilities and related services; information and communications systems; insurance programs and other corporate services and related contracts
- Ongoing support to Monitoring, Compliance and Statistical reporting, including:
  - Quality Improvement Plan
  - Risk Register and Risk Management Plan
  - Financial reporting, including the audited financial statements
  - Compliance calendar
  - Legal and regulatory compliance
  - Stakeholder compliance reporting (Ontario Health, CRA, Audit)

### **Key Qualifications:**

- Models the values of the organization with professionalism
- Excellent organizational, interpersonal, communication and time management skills

YOUR STORY MATTERS

- Knowledge in governance practices for not-for-profit/charitable sector and supporting Board of Directors
- Skill in decision-making, problem-solving, delegating, and business principles
- Knowledge of sector's legislative, legal and governance rules and guidelines
- Knowledge of diverse business functions and principles (finance, procurement, contracts, facilities, human resources)
- Working knowledge of data analysis and performance/operation metrics

**Education and Experience:**

Bachelor of Arts or equivalent

Accounting degree/designation would be an asset

Minimum 3 to 5 years experience in a similar role

Experience in board support role or as assistant corporate secretary

Experience in or working knowledge of not-for-profits or charities an asset

Excellent computer skills, experience with Microsoft 365, SharePoint

**Accountability:**

Maintain confidentiality and act in an ethical and professional manner consistent with the professional Code of Conduct and organization's policies. Accountable to the Executive Director.

**Specific Duties:**

- Governance and working support to Board of Directors, Finance & Audit, Nominating, Governance, and Quality & Risk Committees, including:
  - Preparation, distribution of agendas and materials, scheduling of all Board and Committee Meetings
  - Preparation of minutes of all meetings, including follow-up to all action items
  - Board Portal organization and posting of all documents
  - Monitoring of Annual Board and Committee Work Plans
  - Organization of all governance documentation, reports, minutes and follow-up
  - Preparation and implementation of Annual General Meeting of the Members
  - Preparation and implementation of annual Board of Directors retreat and education/training events
  - Preparation of annual Board of Directors orientation materials
  - Maintenance of Corporate Minute Book, including By-Laws, Articles, Quarterly Statutory declarations, Minutes of Meetings
  - Preparation of governance documentation for annual audit
  - Primary support for the Finance & Audit Committee
- Support to Executive Director, including
  - Assessment, compilation, maintenance and compliance of:
    - Key Performance Indicator Plan, including data analysis
    - Risk Assessment Plan and Risk Register

- Financial reporting, including monthly financial statements, budget preparation, cashflow monitoring, year-end forecast and variance to budget, oversight of the delivery of the audited financial statements to leadership and the Board and Finance & Audit Committee
- Oversight of equipment, maintenance and related contracts for: facilities, information technology, telecommunications and other corporate services
- Quarterly and annual Ontario Health Service Agreement compliance reporting

**Successful candidate: COVID-19:** Proof of full vaccination is required as well as the ability to continue to maintain compliance with vaccination policy. **Vulnerable Sector Check:** Required

**What We Offer:**

- A positive, supportive and inclusive work environment
- Working within a collaborative environment of staff and volunteers who are dedicated to the mission and vision of Hospice Wellington
- Ongoing training and development opportunities
- Excellent Extended Health & Dental Benefits, Life Insurance and LTD
- Access to Employee Assistance Program (EAP)
- Paid time off

Hospice Wellington is committed to equity, diversity, inclusion and justice. We value a recruitment and selection process that is inclusive and barrier-free, and welcome applications from all qualified individuals regardless of race/ethnicity, nationality, religion, age, sex, sexual orientation, gender identity or expression, marital/family status, or disability.

Accommodations are available for all parts of the recruitment process. Applicants are invited to share their accommodation needs in advance.

Please submit your cover letter and resume in confidence by January 4<sup>th</sup>, 2023, to [info@hospicewellington.org](mailto:info@hospicewellington.org) **Attention: Hiring Committee**

*We thank all applicants for their interest; only those who are selected for an interview will be contacted.*