

## Corporate Secretary

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**Reports To:**

President and Chief Executive Officer

**Position Type:**

Permanent Full-time

**Location:**

Ottawa; Remote

**Application Deadline:**

August 1, 2022 (Interviews may take place prior to application deadline)

**Salary Range:**

\$115,000 - \$130,000

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### **LAND ACKNOWLEDGEMENT**

The Head Office of the Mental Health Commission of Canada is located on the unceded, traditional Territory of the Algonquin Anishinaabe Nation, in what is now called Ottawa, Ontario. We acknowledge that for thousands of years, the Algonquin People protected these lands, the Ottawa River Watershed, and its tributaries. As a national organization, we also acknowledge that we work on the traditional lands of many different nations. Today, a path to truth and reconciliation begins with recognizing both the stewardship and the sacrifices of the original peoples. We are committed to recognizing the errors of the past, acknowledging the challenges of the present, and contributing to a new and equitable relationship with the First Peoples.

### **ORGANIZATIONAL BACKGROUND**

The Mental Health Commission of Canada (MHCC) is a non-profit organization created to focus national attention on mental health issues and to work to improve the health and social outcomes of people living with mental illness.

The Commission is seen as a leader nationally and internationally in several areas. Building upon the work done to date, the core mandate, and the unique position of the Commission, and guided by *Changing Directions Changing Lives: The Mental Health Strategy for Canada*, the Commission will focus in the areas of, substance use, suicide prevention, population-based initiatives, and engagement. This prioritization will enable the Commission to be successful in meeting its mandate, staying focused, and having a measurable impact for those living with mental illness and their families and caregivers.

Vaccination remains the most effective tool to reduce the risk of COVID-19. MHCC is committed to ensuring the health and safety of our employees in the workplace, and therefore MHCC requires proof of vaccination for all of our employees unless a valid accommodation under legislation exists.

## **POSITION OVERVIEW**

The Corporate Secretary reports directly to the President and CEO. In this capacity, you will manage day-to-day activities and strategic alignment of emerging issues and themes related to the Board. The Corporate Secretary is responsible for providing effective support to the MHCC Board of Directors and related Board Committees. The incumbent 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.

## **DUTIES & RESPONSIBILITIES**

- Plan, prepare and execute all Board of Director meetings, committee meetings and events held throughout Canada
- Prepare and distribute agendas and all supporting materials in advance of the Board and Committee meetings
- 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
- Record accurate meeting minutes and distribute accordingly, including all resolutions
- Propose and maintain an annual Board meeting and events schedule and ensure that all notices of meetings are in compliance with the by-laws
- Update, maintain and safely store the Minute Book and other related legal documents
- Monitor the annual work plan and terms of reference of each of the three (3) standing Board Committees
- Create and maintain up-to-date Board planning calendars and workplans outlining material matters to be on the Board's agenda over the course of a year, leading a forward-thinking, strategic approach to streamline themes and manage issues
- Manage and coordinate the Board's business and follow-up from meetings – prepare and regularly update a draft Board work plan for the Chair and PCEO and coordinate with staff preparing reports for the Board
- Manage online Board Portal ensuring all materials are posted, up-to-date and organized
- Maintain and update Board Orientation materials
- Maintain Board Member attendance records
- Maintain a full contact list of Board members, including Board member appointment and dates, terms of appointment and Board member biographies
- Oversee the required registration status and the facilitation of all annual filings of required reports and information
- Maintain governance policies and assist in crafting a systematic schedule for their review as determined by the Board
- Maintain an up-to-date list of members of Committees of the Board
- 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
- Liaise with the Chair of Governance and Nominating Committee regarding Board vacancies and appointments

- Coordinate the Board recruitment process (oversee advertisement, coordinate selection of candidates, schedule interviews, coordinate nomination and election processes)
- Monitor the adequacy of procedures for payment of remuneration and expenses for Directors and the processes for submitting claims and paying members
- Develop and monitor the budget in support of the Board
- Manage all aspects of policy governance, including processing and tracking policy amendments, ensuring the Board policy manual is up to date
- Maintain the Board's Governance documents such as by-laws, agreements and policies
- Ensure timely filings of documents with corporate regulatory bodies
- Other duties as assigned

### **SKILLS AND EXPERIENCE**

- Exceptional communication skills, both verbal and written.
- Proactively determine task priorities and organize workflow accordingly.
- Ability to work independently and unsupervised.
- Flexibility of work hours to ensure deliverables are met in a fast-paced environment of changing/conflicting priorities and high deadline demands.
- Ability to take initiative when appropriate and to respond appropriately to requests for information.
- Diplomacy and negotiation skills to manage potential issues/conflicts.
- Ability to maintain strict confidentiality.
- Ability to deal with sensitive matters and information in a discreet manner.
- Ability to work under pressure to meet varying deadlines, remaining calm with a sense of urgency while maintaining a positive team-driven approach.
- Exceptionally organized and detail-oriented and excellent time-management skills.
- A self-starter and progressive performer who takes the initiative to complete activities.
- A strong collaborator and strategic thinker who works well at all levels of the organization.
- Intermediate to advanced level skill with Microsoft Office suite of products.
- Experience working with a board portal software application.

### **QUALIFICATIONS**

- Minimum 5 years of Corporate Governance experience specifically within a not-for-profit organization, with demonstrated knowledge of Corporate Governance guidelines.
- Post-secondary education in Business, Corporate Governance or Administration; Certification in Corporate Governance and or LL.B. are considered assets.
- Knowledge of mental health issues/challenges an asset.
- Proficiency in both official languages (English and French) is mandatory.

### **COMPETENCIES**

- Values and Ethics
- Respectful of Diversity
- Continuous Learning

- Results Management
- Teamwork and Cooperation
- Risk Management
- Strategic Thinking
- Finance and Budget
- Team Leadership
- Psychological and Physical Health, Safety and Wellness
- Oral\Written Communication

See Commission Competency Framework – Employee Level, for details.

Demonstrated commitment to the Commission’s Guiding Principles (see Strategic Plan)

**PHYSICAL/COGNITIVE DEMANDS:**

- Moderate periods of time spent in meeting type settings.
- Extended visual requirements (5 plus hours) due to computer related work.
- Extended periods of time spent in sitting position (computer work, meetings etc. 5 plus hours).
- High requirement in the ability to effectively divide attention to numerous duties and responsibilities.
- High degree of concentration required.
- Highly attentive to details.
- Low to Moderate level exposure to extended travel requirements (up to 10% and greater at times) and extension of workday beyond 7.5 hours
- High analytical and interpretive requirements.
- Must be comfortable working in open space environments and/or virtual environments
- Must be able to work effectively from home temporarily or as needed; including the availability of reliable internet and working environment (desk, chair etc.); please note that the Commission does not reimburse for internet, utilities or other home office type expenses including desks, chairs etc.

**PSYCHOLOGICAL DEMANDS:**

- Continuously deadline driven requirements.
- High level of multitasking.
- High exposure to stress resulting from output requirements.
- High level requirement to maintain concentration for extended periods of time in order to perform analysis and interpretation of data and minimize errors.
- Capacity to effectively organize and prioritize own work.
- Responsive to possible rapid changes in priorities.
- Adaptable to change (organization and work level).
- High degree of emotional intelligence required in order to develop and maintain good relationships, communicate clearly, influence others, work well in a team, and manage conflict.
- Performance goals and objectives are established yearly and regularly reviewed.

As a pan-Canadian organization committed to Reconciliation we encourage applications from individuals who identify as Indigenous (First Nations, Inuit, and Métis).

The Mental Health Commission of Canada is committed to diversity in the workplace and workplace well-being. As such, applications from individuals from diverse backgrounds such as; First Nations, Inuit, and Métis, members of a visible minority group and those with lived experience of mental health problems or illnesses are welcomed and encouraged.

The Mental Health Commission of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Accessible formats and communication supports for applicants are available upon request by contacting Human Resources at [hr@mentalhealthcommission.ca](mailto:hr@mentalhealthcommission.ca)

**Please apply for this position through our website at:**  
<http://www.mentalhealthcommission.ca/English/about/careers>

While we appreciate all applications, only those selected for interviews will be contacted.