



<b>Job Title:</b>	Corporate Secretary		
<b>Department/Group:</b>	Legal		
<b>Location:</b>	Ontario (remote)	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Competitive	<b>Position Type:</b>	Full Time/Maternity leave coverage

#### Company

At TAAL, we thrive on innovation and support for creativity.

TAAL ([www.taal.com](http://www.taal.com)) is a cutting-edge technology corporation driving global adoption of blockchain services while having already established ourselves as the world leader in Bitcoin mining. Headquartered in Toronto, Canada, and with a worldwide team led by industry experts, TAAL is on a mission to broaden the reach of blockchain and deliver all the promise the technology has for shaping a better future.

Our roster of enterprise clients is growing fast and our transformation into a blockchain-as-a-service company requires new talents and fresh ideas.

#### Job Description

We're looking for a maternity leave coverage for our Corporate Secretary.

Reporting to the General Counsel, the Corporate Secretary will be responsible for providing advisory and administrative support to the Board of Directors and Committee Chairs and members.

This position is for an effective team player with a demonstrated ability to build relationships, apply initiative, creativity and judgement independently, communicate with all level of stakeholders (internal and external) and provide a high level of professional expertise while balancing multiple priorities.

The Corporate Secretary should have some legal knowledge, communication, and organizational skills, and sound business acumen and be willing to challenge existing practices where necessary, and astutely assess director and stakeholder needs.

#### ROLE AND RESPONSIBILITIES

Primary responsibilities include, but are not limited to:

##### Advisor

- Advising the Board and Committees on proper governance requirements, mandate/charter responsibilities and composition of Board and Committees.
- Conducting ongoing research/benchmarking to ensure our structure, mandates and governance adhere to our regulatory requirements and industry best practices.
- Assisting with corporate governance matters, inquiries from regulators and other departments as required.

### Meeting Logistics

- Drive agenda development with the Board and Committee Chairs based off existing workplans.
- Draft, collect, and circulate through Diligent Board Portal all Board pre-reading reports, materials and agendas, draft resolutions, and send other action items to the Board and applicable Committees as required to assist Board in effective and timely decision making.
- Monitor special reporting requests.
- Locating appropriate venues for meetings and AGMs,
  - Coordinating menus and catering selections
  - Designing and coordinating team building events
  - Ensuring site requirements are satisfied for presentation

### Minute-Taking

- For all Board and Committee meetings.
- Ensure consistency across Board and committee meetings.
- Maintain records and circulate in a timely manner.

### Charter development and review

- Support the Board in developing and review process of Board and Committee Charters on an annual basis.
- Monitor developments to the Charters, based on regulatory changes, best practices, new guidelines, etc.

### Documentation and Record Keeping

- Controlling and maintaining comprehensive filing systems for Legal, including an online database of executed agreements.
- Preparing and send for filing the appropriate forms with regulatory bodies to note material changes, ie. change of directors/officers, preparing corporate resolutions and updating registers.
- Maintaining corporate records and minute books, organizing board meetings and drafting meeting agendas and minutes.
- Basic legal drafting under the guidance of the General Counsel.
- Completing SEDAR and SEDI filings, as well as stock exchange regulatory filings in Canada and US.
- Completing monthly CSE filing with the input from Management.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Post-secondary certificate or diploma in a Governance related program, Legal Clerk or Paralegal Diploma, or business degree.
- 5+ years of experience as a Corporate Secretary for a publicly traded, TSX listed company and/or Canadian Securities Exchange.
- Demonstrated ability in dealing with confidential and sensitive matters.
- Strong aptitude for detail and accuracy.
- Strong interpersonal and communications skills (written and verbal).
- Excellent organizational skills.
- Strong research skills.
- Intermediate to advanced working knowledge of all Microsoft 365 programs.
- Ability to work well in a team environment and contribute in a positive manner.



- Ability to also work independently with minimum supervision.
- Must possess a high degree of personal initiative.
- Proficiency with contract storage systems is considered an asset, including Teams and Sharepoint

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