

## Position Description

### **Sr. Consultant, Governance Subsidiaries & Assistant Secretary**

Location(s)\***Flexible, ON - Burlington, ON - Guelph, ON - Mississauga, ON - Ottawa, ON - Toronto**

Employment Category **Regular Full-Time**

Close Date **15/01/23**

## Position Overview

Company: **CGL**

Number of Positions: **1**

Language: **Bilingualism in English and French is an asset.**

Work Model: **Hybrid**

Alternate Title: **n/a**

Additional Information:

**The work location for this role is flexible within Ontario.**

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## The Opportunity:

We are a leading Canadian financial services co-operative committed to being a catalyst for a sustainable and resilient society and our team is essential to deliver on this strategy. That's why we prioritize our people, to ensure we provide a strong culture and development opportunities which enables our team to thrive and to live our purpose. The best part is that you will work with people that care passionately about you, our clients, and our communities.

The Governance team provides strategic leadership on corporate and co-operative governance to the board of directors and senior management of the group of companies to uphold the integrity of our governance framework. Our knowledgeable team collaborates with key stakeholders to ensure roles are understood, respected and maintained in appropriate balance. We strive for best in class governance to enhance organizational performance to ensure the long-term success of Co-operators.

As the Sr. Consultant, Subsidiaries Governance & Assistant Secretary you will be responsible for providing strategic governance leadership and, advice and counsel to achieve organizational governance excellence and effectiveness, enabling various subsidiary Boards of Directors, their committees and senior management to fulfill their governance accountabilities while also ensuring the effectiveness of the Governance department. Reporting directly to the Chief Governance Officer & Corporate Secretary, the Sr. Consultant, Governance Subsidiaries & Assistant Secretary is a governance expert and a key liaison between key stakeholders while leading day-to-day functions in the Governance department to ensure Co-operators demonstrates effective corporate and co-operative governance.

## How you will create impact:

- Executes the duties of the Office of the Corporate Secretary for the subsidiaries to ensure effective board/committee governance processes and nurtures strong communication and relations between the boards and senior management.
- Acting as a key Subject Matter Expert resource for the boards and their committees by contributing to the development and execution of oversight mandates, supporting governance processes and practices and formal meeting materials; and recording, monitoring and reporting of post-meeting documentation (i.e. minutes, action and follow-up items, and governance records).
- Provides ongoing leadership, expertise, and advice to senior management on governance policies and practices. This includes guidance on proper board and committee reporting and governance process. Collaborates to identify opportunities, issues, and challenges from a governance perspective.
- Initiates and implements special project activity, inclusive of priorities arising out of Governance reviews, regulatory changes, and evolution of best practices. This role will collaborate with other governance colleagues to advance governance best practices across the group of companies.
- Develops regular board and governance related content and communication for key stakeholders and manages governance content on internal and external communication sources.

## How you will succeed:

- You have an innovative mindset to improve operational efficiencies and ability to influence change, with a primary focus on client needs.
- You use critical thinking skills to recognize assumptions, evaluate arguments, draw conclusions and proactively propose solutions.
- You have strong communication skills to clearly convey messages and explore diverse points of view.
- You build trusting relationships and provide guidance to support the development of colleagues.

## To join our team:

- You have 7 years of experience in corporate/co-operative governance, preferably as an assistant corporate secretary or corporate secretary within either the insurance, financial services or co-operative/credit union sector.
- You have a post-secondary degree. Having a postgraduate degree or MBA is an asset
- You have strong knowledge of Governance practices, and corporate governance systems and procedures.
- Pursuing or holding a Governance Designation, Chartered Secretary designations (ACG, FCG, or GPC.D) would be an asset.
- Pursuing or holding a Master of Management, Co-operatives and Credit Unions (MMCCU) would be an asset.
- Pursuing or holding a Bachelor of Laws (LL.B), and/or Chartered Insurance Professional (CIP) would be an asset.
- Bilingual in French being an asset.

## What you need to know:

- You will travel occasionally.
- Detail oriented work that requires continuous mental concentration for extended periods of time.
- Extended work hours, including evenings and weekends, may be required.

## What's in it for you?

- Training and development opportunities to grow your career.
- Flexible work options and paid time off to support your personal and family needs.
- A holistic approach to your well-being, with physical and mental health programs and a supportive workplace culture.
- Paid volunteer days to give back to your community.
- A comprehensive total rewards package, including competitive salary, bonus, pension and benefits.

## Interested in applying?

Click ['apply now'](#) to submit your current resume and cover letter. Tell us a bit about yourself, your professional experience and how you think you can make a difference at Co-operators. We look forward to learning more about you and we welcome you to follow us on [LinkedIn](#).

Co-operators is focused on fostering an inclusive, equitable and accessible work environment and we encourage individuals from all identity groups to apply. If you require an accommodation during the recruitment process, please contact the hiring manager.