



The Organization is a locally-based financial institution.

Role:

The Assistant Corporate Secretary supports the Organization's vision of sales & service excellence by providing a wide range of advanced level confidential support to the Board of Directors, Board Committees and the Executive team including scheduling meetings and developing written communications with minimal guidance.

Through your proficiency in verbal and written communication, at both individual and group level, you will develop Board and Committee Agendas for the Board, in consultation with Executive Management, Board members and admin support staff.

You will resource all Board and allocated Committee meetings where you will prepare minutes and record actions taken or arising from the Board.

With high attention to detail and accuracy, you will be responsible for proofreading and/or editing management reports to ensure quality and adherence to standard format.

You will have a strong working knowledge of board portals as you will be required to draft, consolidate, prepare and distribute confidential Board and Committee reports prior to meetings.

You will ensure Board documents, processes, policies, and committee terms of references are current, reviewed regularly, and available in multiple formats (board portal, network and in hard copy). This will include managing the annual director nominations and election including communications and voting and other democratic processes, in conjunction with support from Marketing.

Your ability to coordinate the collection of data and information from a variety of corporate sources combined with your ability to work effectively to tight deadlines with minimal or no supervision will enable you to fulfill on our regulatory corporate reporting.

Additionally, you will coordinate and facilitate interactions between the Board members and Executive Management as appropriate and as opportunities arise.

With excellent interpersonal skills, including the ability to handle contentious situations with diplomacy and confidentiality, you will establish and communicate a schedule of Board and Committee meeting dates.

You will prepare or review communications for distribution to the Board.

In addition, you liaise with the board and internal departments for facilitation of board remuneration, expenses, and learning and development needs.

Through your excellent organizational skills and ability to manage multiple priorities you will coordinate meeting venue arrangements and related events.

You will monitor and report on actions taken or outstanding while providing general administrative assistance and coordination with respect to Board affairs.





JOB DESCRIPTION: ASSISTANT CORPORATE SECRETARY / COOPERATIVE / BANKING INDUSTRY

You will coordinate committee work plans and ensure terms of reference are regularly reviewed and updated. You will organize the Annual General Meeting including booking venue, activities and speakers. You will also perform other duties as assigned.

Education

- High School diploma/grade 12, supplemented by completion of a recognized Executive Administrator program. Completion of a recognized governance program is preferred.
- Industry related courses would be considered assets, but are not required

Experience

- 5+ years working with Executive Management
- 2-3 years of experience at the Board level in the preparation of related materials
- A working knowledge of provincial legislation is required
- Dictation/shorthand or other transcription expertise and advanced skills in the presentation and dissemination of documentation, both in hard copy and by electronic means

