



Role: ASSISTANT BOARD SECRETARY reporting to our Vice President & General Counsel at our Toronto headquarters. The successful candidate will assist the Board Secretary in all activities relating to the Board of Directors / Advisory Council and governance operations of the Organization. This role will also assist in coordinating and providing legal support services for the operations of the Organization.

Responsibilities:

- Provide overall administrative support to the Vice President & General Counsel and Board Secretary in relation to the Board of Directors / Advisory Council roles and responsibilities.
- Assist the Board Secretary in the overall coordination and administration of activities in relation to the Board of Directors and its Committees of the Board and Advisory Council.
- Act as a back-up to the Board Secretary at all times including presence in Board / Advisory Council meetings for minute taking.
- Provide assistance in organizing, attending and in the preparation of draft minutes of all Board / Advisory Council meetings and retreats.
- Liaise with CEO, Executive Committee and management, as needed. Assist in the preparation of drafts for Board and Committee meeting agendas and gather materials.
- Coordinate meeting logistics and assist in the preparation and delivery of materials to the Board and management, for the meetings of the Board of Directors and its Committees.
- Provide administrative support to in-house lawyers in relation to preparing and reviewing contracts; assembling confidential material and other legal departmental matters.
- Assist in the coordination of legal departmental budget (monthly, quarterly, annually) including tracking legal expenses by project / initiative. Review external counsel legal invoices as received against contracts/agreement and prepare and process for payments.
- Assist in the management of the Board budget.
- Provide support in the planning and arranging of orientation sessions for new Directors. Assists in the preparation of orientation binders, materials, Director Handbook of Board practices and policies. Will also assist in the assessing of Board training requirements and will arrange courses or training sessions, as necessary.
- Work with General Counsel on special projects.
- Perform other duties as assigned.

Qualifications & Experience:

- College diploma required.
- Completion or willingness to complete Governance Professionals of Canada Education Certification Program or similar program an asset.
- Over 4 years' of related experience in a similar role i.e. Corporate Secretary Department / Law Clerk.





JOB DESCRIPTION: ASSISTANT BOARD SECRETARY / NONPROFIT SECTOR / NATURAL RESOURCES INDUSTRY

- Corporate Governance experience is required.
- Relevant Corporate Secretarial/Board Committee operational experience is required.
- Experience managing or assisting with the management of Board & Committee processes and working with online portals.
- Preferable industry experience in a regulated institution.



SOURCE: 2019 / GPC JOB BOARD