



## Assistant Corporate Secretary

The Assistant Corporate Secretary has oversight for the efficient functioning of the Office of the General Counsel and Corporate Secretary. This position is responsible for coordinating activities relating to the Board of Directors and its interaction with senior management.

- Responsible for the overall coordination and administration of the Office of the Corporate Secretary
  - Organize, attend and minute all Board meetings/retreats (onsite and offsite)
  - Draft Board and Committee meeting agendas and gather materials.
  - Liaise with senior management as needed
  - Coordinate Board and senior management social/networking functions
  - Coordinate administrative support for directors as necessary
  - Maintain corporate records and minute books for all legal entities
  - Plan and execute annual meeting and related activities including annual mailing for all legal entities.
  - Update Board and Committee Charters, Position Descriptions and Policies for all entities including, but not limited to Succession Planning, Board Diversity and ensure that Charters and Policies are posted to the Internet/Intranet sites in a timely manner
  - Ensure that all approved Policies and mandates are posted to the Internet/Intranet sites in a timely fashion
  - Assist the Corporate Secretary during periodic reviews (e.g., Internal Audit, external consultants) and support the implementation of any resulting recommendations
  - Organize and maintain board portal to ensure optimal efficiency
  - Plan and coordinate director orientation and education programs
  - Provide corporate secretarial support for management committees (minute meetings, maintain work plans, coordinate meetings)
- Oversee all regulatory filings including OSFI, TSX and SEDI
- Responsible for contract review and approval
- Maintaining best practices in the Corporate governance space, including market trends and changes

### Formal Education:

- Post-Secondary degree or diploma required
- Law Clerk, Paralegal or Governance designation

### Related Experience:

- 5-10 years of related experience in a similar role i.e. Corporate Secretary department, Law Clerk etc.
- Corporate governance experience is a must have
- Experience managing board & committee processes
- Preferable industry experience in a regulated institution and/ or public company





JOB DESCRIPTION: ASSISTANT CORPORATE SECRETARY / PRIVATE SECTOR / FINANCIAL SERVICES INDUSTRY

Skills:

- Attention to detail
- Creative thinker and open to challenge
- Eager to learn and support a busy department with diverse areas of practice
- High sense of discretion
- Sense of urgency
- Multi-tasking in fast paced, deadline driven environment
- Excellent written and verbal communication skills
- Solution-focused, takes initiative to ensure self and team work effectively within established guidelines and timeframes
- Strong organizational, time-management and analytical skills
- Strong interpersonal skills with ability to build effective working relationships with internal and external stakeholders
- Proven ability to effectively communicate with senior leaders and board members
- Effective leader who motivates and engages others through fostering a collaborative team environment
- Solid knowledge of MS Office



SOURCE: 2019 / GPC JOB BOARD