



Coordinator, Board Support Services

Reports: to the Corporate Counsel

The Coordinator, Corporate Board Support Services, is responsible for supporting the Board in fulfilling their governance accountabilities. This position is accountable for all facets of board support including but not limited to; scheduling and maintaining calendars, organizing meetings, creating board meeting materials, including the uploading of materials to The Board portal.

The Coordinator will also work with internal stakeholders (Executive Members and their delegates) to ensure items prepared for The Board are aligned with The Board agenda schedule.

The Coordinator will provide feedback and advice to [the Organization] around follow-up items from Board meetings and/or through their regular contact with The Board.

This Coordinator is the primary contact for The Board and as such will draft, prepare and disseminate information to a variety of audiences on behalf of the Board, this includes preparing briefing notes for consideration by The Board and developing briefing notes on behalf of The Board.

This role is also responsible for providing support to Corporate Counsel in both an administrative and research capacity.

The Coordinator will be responsible for researching best practices as it pertains to corporate governance, establishing priority of workflows and handling a variety of tasks that require initiative, critical thinking, analysis of complex issues and information, exercising sound judgment and maintaining complete confidentiality.

The Coordinator, Corporate Board Support Services provides services to [the Organization] and the Board with a high degree of professionalism, integrity, ethics and political acumen in order to mitigate risk. This position operates with a high degree of autonomy.

Qualifications:

- University Degree or diploma with three to five years of directly related experience.
- Governance professional designation (GPC.D) or equivalent would be considered an asset.
- Previous experience in in a legal setting would be considered an asset.

Knowledge:

- Knowledge of corporate mandates, values, business, reporting structure, procedures, policies and practices.
- Thorough understanding of [the Organization's] governing authorities (and corporate obligations for each
- Extensive knowledge of board governance including [the Organization's] board governance model and applicable Rules of Order, and the impact of applicable governing documents on board governance.
- Full understanding of board policies.





JOB DESCRIPTION: COORDINATOR, BOARD SUPPORT SERVICES / PUBLIC SECTOR / FINANCIAL SERVICES INDUSTRY

- Strong comprehension of pension administration functions and processes.
- Experience in analyzing and applying legislation.
- Experience in governance policy research and developing governance policies.

Skills:

- Superior business writing and comprehension skills.
- Superior analytical and research skills.
- Excellent time management skills.
- Excellent analytics skills and the ability to assess situations and make appropriate decisions.
- Strong problem solving and risk identification skills.
- Effective presentation skills including preparation of briefing materials, handouts and presentations.
- Expert level Microsoft Office and Adobe Creative Suite skills.

Abilities:

- Political awareness and sensitivity.
- Proactive and independent worker.
- Respectful of others' workloads and deadlines.
- Client service mentality.



SOURCE: 2019 / GPC JOB BOARD