

The Institute of Corporate Directors (ICD) is the only professional organization that represents the director community in Canada. The mission of the Institute of Corporate Directors is to represent the interests of directors—to foster excellence in directors with a view to strengthening the governance and performance of Canadian corporations. The Institute will achieve this mission through education, certification and advocacy of best practices in governance.

With 9 Chapters across Canada and more than 3,000 members, the Institute educates directors through the delivery of professional development events and formal director education programs offered in partnership with the Joseph L. Rotman School of Management, University of Toronto and leading business schools across Canada.

We are seeking a part time Corporate Secretary (on a contract basis) to be the liaison between the ICD's management and board members. This position will be responsible for agendas and coordinating material preparation for five annual board meetings as well planning logistics for the Annual General Meeting. This position will report to the President and CEO of the ICD and the Chairman of the Board. The successful candidate will have exposure to many areas of the organization and the opportunity to develop and grow within a dynamic environment that is committed to the universal practice of corporate governance.

The ideal candidate will have a minimum of 5 years of experience in the management and administration of the corporate secretarial function.

Please forward your resume to Glenda McKee by email at gmckee@icd.ca.