



Position Title: Assistant Corporate Secretary (Permanent, full-time)

Company: Central 1 Credit Union

Location: Vancouver, BC

Application Deadline: December 7, 2009

Central 1 Credit Union is a trade association and central banking association for nearly 200 member credit unions in British Columbia and Ontario. From offices in Vancouver, BC and Mississauga, ON, nearly 500 employees provide a wide range of services including payments settlement, liquidity management, Internet, and trade association functions. The Assistant Corporate Secretary position is based in Vancouver.

The role of the Assistant Corporate Secretary is to administer the office of the Senior Vice-President, Government Relations and Corporate Secretary, provide confidential administrative services to the Senior Vice-President, the Board of Directors and Board committees. You will administer general membership meetings of Central 1 Credit Union and supervise the Board Relations Assistant

As the successful candidate, you have two years of post secondary education in office administration and at least seven years of related experience including five years working with a senior executive and Board of Directors, dealing with policy and administration issues. You must maintain expertise in current office automation and systems technology and should pursue career development courses. This position demands tact, judgement and the ability to operate independently in dealing courteously with a wide variety of people and affiliate organizations. Written and oral communications skills are a must, with mastery of English language grammar essential. You must have speed writing or shorthand proficiency. Proven project management and supervisory skills are required.

SPECIFIC ACCOUNTABILITIES:

- Administer the office of the Senior Vice-President, Government Relations and Corporate Secretary.
- Coordinate preparation of and documentation for meetings of the general membership, Board of Directors, Corporate Governance Committee, and other task forces/committees. Ensure that reports are submitted to the Board and committees in a professional format and within the required time frame.
- Assist in resourcing the Board's Corporate Governance Committee.
- Attend meetings of the Board of Directors and other committees to take and compose minutes and follow up on directives arising from those meetings.
- Supervise Board Relations Assistant.
- Research and compile data, and draft or edit correspondence and reports.
- Maintain and control corporate records and corporate seal of Central and its subsidiaries.
- Compose correspondence and memoranda from general instruction.
- Negotiate corporate and convention rates for accommodation and travel, including general meeting venues.
- Research and recommend venues and coordinate other arrangements for out of town board meetings and general meetings of Central.
- Oversee travel and accommodation arrangements for the Chairperson and members of the Board of Directors.
- Assign expenses to cost centres and authorize payment of invoices within approved limits for Government Relations and Conference Administration accounts.
- Arrange appointments, meetings and luncheons for the Chairperson of the Board of Directors. Reschedule appointments as required.
- Coordinate the preparation of agendas and scheduling of invited guests appearing before the Board and other task forces and committees.
- Prepare Conference Administration budget and assist in preparing Government Relations and Corporate Secretarial departmental budgets. Monitor expenses each month and investigate variances.

- Handle member complaints in accordance with Central's Dispute Resolution Procedure and prepare a report, annually to the Board of Directors.

We offer a great working environment, including an on-site fitness centre and cafeteria. We are only a short walk along the seawall from Granville Island and the beaches of Kitsilano. Our salary and benefits package includes a generous incentive program.

Please submit your cover letter and resume to want2work@central1.com

We would like to take this opportunity to thank all applicants in advance; however, only those short-listed will be contacted.