

Position Description

POSITION TITLE: Secretary General

LOCATION: Montreal, Quebec

REPORTS TO: Chair and Vice-Chair of the CSA

OUR CLIENT: The Canadian Securities Administrators (CSA) is a council of the 13 securities regulators of Canada's provinces and territories that coordinates and harmonizes regulation of the Canadian capital markets.

ACCOUNTABILITIES AND DUTIES: The Secretary General will perform a facilitation and co-ordination role for the CSA.

The Secretary General's duties will include: planning and budgeting for the CSA, coordinating meetings and conference calls, drafting and distributing materials, record keeping, and co-ordinating and facilitating support of various CSA projects and initiatives.

Coordinate and report on CSA projects and policy initiatives:

- Provide administrative support, as required, for all CSA projects and priorities.
- Provide administrative support to the CSA committees.
- Liaise with the various committees and the Systems Project Office in order to maintain an inventory of all CSA projects and policy initiatives, and report on the progress of standing committees' work plans and mandates.
- Report on the status of CSA projects to the CSA Policy Coordination Committee (PCC) on a regular basis.
- Assist with operation/coordination of IT functions as required.

Provide administrative support for CSA Chairs', PCC and Executive Directors' meetings:

- Schedule meetings, develop agendas, provide notices and circulate materials for all Chairs', PCC and Executive Directors' meetings.
- Record and circulate decisions, follow-up/action items and minutes of Chairs', PCC and Executive Directors' meetings. Assist the CSA Chair, Vice Chair, PCC Chair, and Chair of the CSA Executive Directors' Committee as needed.

Manage the Secretariat office:

- Recruit and manage staff to meet the mandate of the CSA Secretariat.
- Coordinate the preparation of the Secretariat's annual operations plan, budget and objectives.
- Provide support for the cost accounting function and funding pool for CSA operational costs and third party costs, and administer the recovery of CSA costs.
- Act as custodian and repository for all CSA records, institutional knowledge and history, including: maintain all necessary records and documents and manage the content of the CSA web site and extranet all as required for the effective functioning of the CSA.
- Act as a resource and assist the Chairs, Executive Directors and working committees of all participating CSA jurisdictions in their work on CSA projects.
- Assist the CSA Chair, Vice Chair and PCC Chair in responding to any media inquiries or other outside requests for information.
- Assist, as required, in liaising with external organizations and handling/distribution of outside enquiries.

REPORTING:

The Secretary General will report to and take directions from the CSA Chair and Vice Chair in all matters relating to the CSA and will liaise with the Chair of the Autorité des marchés financiers on day to day administration and human resource matters. The CSA Chair, in consultation with the Chairs and Executive Directors of all participating CSA jurisdictions, will conduct an annual performance evaluation of the Secretary General. The Secretary General will take direction from the PCC Chair in matters relating to the PCC.

LANGUAGE:

Must be fluently bilingual, with a proficiency in the technical language surrounding securities regulation.

EXPERIENCE:

EXPERIENCE IN ONE OR MORE OF THE FOLLOWING WOULD BE CONSIDERED AN ASSET:

- Solid experience as a corporate secretary.
- Strong business management background.
- Experience in investment banking, stock exchange, venture capital or public companies (perhaps as corporate secretary or as corporate counsel in these companies).
- Knowledge of the Canadian securities regulatory regime.

**PERSONAL
CHARACTERISTICS:**

Rigorous, well organized, action-oriented and motivated.

A demonstrated ability to build strong working relationships with people located across the country, both inside and outside the organization.

Good diplomatic skills; politically astute.

High sense of service; able to work effectively in a collaborative and supportive role.

Interest in and ability to undertake considerable domestic travel.

**LEADERSHIP
SKILLS:**

Exceptional organizational and project management skills.

Demonstrated leadership capabilities with respect to secretariat functions.

A high degree of integrity, professionalism and an ability to establish credibility throughout an organization.

Strong interpersonal, negotiation and communication skills.

EDUCATION:

University degree in Commerce, Law, Finance or other appropriate discipline.

COMPENSATION:

A competitive compensation package will be provided.

**FOR FURTHER
INFORMATION,
CONTACT:**

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