

Canadian Society of Corporate Secretaries
03 December 2008

Position Title

Co-ordinator, Corporate Services

Company

Subsidiary Corporation that manages the use of a world class multi-use community facility.

Location

Richmond, British Columbia

Application Deadline

31 December 2008

Description of Company

Multi-purpose recreation facility that will provide an active venue that harmoniously brings together summer and winter sports, recreation, culture, business and environment.

Position Overview

This position will support the Corporate Secretary and the General Manager in ensuring that the board implements best practices in corporate governance. The Co-ordinator, Corporate Services will support the planning and execution of Board and Committee meetings, maintain records of all meetings, and monitor board compensation, director education and communication. The Manager will assist the Corporate Secretary and General Manager in maintaining legal and regulatory compliance.

Duties/Responsibilities

- Support the Corporate Secretary as principal governance liaison to regulatory bodies, governments and other organizations
- Provide a positive influence on the structure, composition, membership, activities and ultimate effectiveness of the Board and Board Committees by providing resources, information and communications, as needed and appropriate.
- Build effective working relationships with the Board Chair, Committee Chairs and individual Directors.
- Under the direction of the Corporate Secretary and General Manager implement and administer an appropriate governance program.
- Assist the Corporate Secretary and the Governance Committee in administering an annual review of all corporate governance documents.
- At the direction of the Corporate Secretary and the General Manager administer an annual director evaluation of performance, independence, skills and expertise.
- Prepare shareholder reports as required and directed.
- Provide notice of, direct arrangements for, and attend and record minutes of all meetings of the Board and Board Committees.
- Direct, coordinate and distribute all communications and reports to the Board.

Director Orientation / Education

- Prepare materials and presentations for the orientation program for new Directors.
- Coordinate the administration of the continuing education program for Directors.

Regulatory Compliance and Filings

- Coordinate the preparation of all documents required under applicable law in order to effect approved changes in the constating documents.

- Carry out any other appropriate duties and responsibilities assigned by the Board, Board Chair, Board Committee, Committee Chair or the CEO.

Other Duties

- Execute such other responsibilities as assigned by the General Manager from time to time.

Skills & Abilities

- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Demonstrated ability to plan and organize projects

Contact Details

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