



## **Coordinator, Board Governance - Calgary Base**

The Alberta Shock Trauma Air Rescue Society (STARS) is a non-profit, charitable organization dedicated to providing safe, rapid, airborne intensive care for the critically ill and injured. Operating out of Calgary, Edmonton and Grande Prairie bases, STARS serves a geographical area encompassing approximately 94% of Alberta's population and also has a key role in emergency medical communications and education of critical care providers in air medical transport.

### **What's the opportunity?**

STARS is seeking a dynamic individual committed to making a difference in the vision and mission of a community-based organization to fill the position of Coordinator, Board Governance.

The position reports to the Vice-President, Governance and External Affairs, and has responsibility for the administration of board governance practices, processes and regulatory matters and for ensuring the Organization is compliant with all statutory and organizational requirements of a corporate secretarial nature. He/she will be responsible for proactively supporting and facilitating the effective functioning of the Board, ensuring smooth preparation, management of and follow-up to Board and Committee meetings, including the maintenance of the corporate records and all provincial, federal annual and status filings and charitable registrations.

He/she will be expected to professionally communicate and interact with the Board Chairs, Vice-President Governance and External Affairs, Board members and their offices, and the organization's executive and management teams and administrative support staff across and outside the organization to arrange appointments, meetings, obtain or exchange information and to expedite administrative actions. Travel to Board meetings and Strategic Planning sessions is required.

### **Qualifications**

- solid governance and board support experience with desire to continue a career in the field of governance
- superior organizational, team and relationship-building and communication skills
- self-motivated, with ability to work with little supervision within a fast-paced environment
- results oriented
- superior attention to detail and accuracy
- excellent computer skills, with emphasis on Microsoft Word and PowerPoint

### **Want to apply?**

To explore this opportunity further please submit your resume to [recruitment@stars.ca](mailto:recruitment@stars.ca) no later than **December 19, 2008**. Compensation will be based on education and experience.

**STARS was voted "Best Place to Work" this year in the non-profit category as featured in Calgary Inc. Magazine.**

*While we thank everyone for their interest, we are only able to contact applicants selected for an interview.*