

Corporate Secretary

Your passion lies in making a difference. By moving beyond the expected, you help make our world a better place. These are values we respect and seek out in employees. As the demand for electricity grows, so does our need for more bright minds to join our team. Together, we can build our community, foster conservation and deliver clean, reliable energy solutions for today, tomorrow and generations to come.

DUTIES: The successful candidate:

- Serves as a focal point for communication with the Chair, Board of Directors, senior BC Hydro Management and BC Hydro's shareholders, occupying a key role in the administration of critical corporate matters
- Is often confidant, counselor and strategic advisor to the Board of Directors and other members of BC Hydro's senior management, especially on corporate governance matters
- Supports and provides strategic guidance to the Chair of the Board, Committee Chairs and members of the senior management team in ensuring effective corporate governance, including developing the corporation's approach to governance
- Attends all meetings of the Board of Directors and its Committees, retaining a record of the proceedings and ensuring the confidentiality of such proceedings
- Prepares agendas, notices, waivers of notice and follow-up correspondence
- Manages and facilitates the flow of information to and from the Board
- Ensures that legislation, rules and regulations are complied with and that Board procedures are followed
- Assists in the orientation of new Board members and new shareholder representatives
- Administers a budget including variance reporting and subsidiary billings, as well as the budget of the Board of Directors
- Provides leadership to the office of the corporate secretary team.

QUALIFICATIONS: The successful candidate will have:

- An undergraduate degree in business or related program (i.e. legal or paralegal)
- A minimum of 10 years business experience
- Experience working in a legal and/or corporate secretarial role with meaningful exposure to corporate governance
- Demonstrated ability to manage Board meeting procedures and exposure to general corporate laws
- The ability to advise and provide information on the practices of other companies and help the Board to tailor corporate governance principles and practices to fit the Board's needs and expectations of the public
- Sound knowledge of corporate law, including relevant statutes, the ability to read signals on the horizon and provide early warning to management and committee members
- Demonstrated integrity and ethical leadership, be detail oriented, flexible, creative and have the ability to maintain a sense of humour and balance no matter how stressful a situation
- Well developed leadership characteristics, such as being able to relate well to all kinds of people, the ability to make a positive first impression and build solid relationships through key stakeholder engagement

- Well organized, resourceful, effective and efficient at marshalling multiple resources to get things done, and can easily adapt presentation style to fit the audience thereby ensuring the message is strongly conveyed and well received by the audience
- A strong technical background with various computer software programs and proficiency in outlook, word, excel and Powerpoint.

Interested candidates should submit their applications online at www.bchydro.com/careers (Job Number: 584809) by **October 21, 2008**.

At BC Hydro, our vision **For Generations** is about working together to make a difference for the future of all British Columbians. To achieve this goal, we live by our five core values of Safety, Integrity, Service, Accountability and Teamwork.

Safety - we integrate safety into everything we do

Integrity - we are fair, honest, open and straightforward

Service - we seek solutions and build relationships

Accountability - we take responsibility for our actions

Teamwork - we work together to achieve results

If you share our values and are ready to join a great team, we'd love to hear from you!

BC Hydro is an equal opportunity employer.