

**Position Title:** Corporate Secretary – Part-Time  
**Company:** Hamilton Port Authority  
**Location:** Hamilton, ON  
**Application Deadline:** June 6<sup>th</sup>, 2008

**Description of Company:**

The Hamilton Port Authority, operating under the Canada Marine Act, has been in existence since May 2001 taking over the operations of the Hamilton Harbour Commissioners established in 1912. The corporation's Letters Patent sets out the activities the Port can participate in as well as other directives. A seven member Board of Directors is responsible for governing the activities of the Port.

The Hamilton Port Authority is committed to operating the leading Great Lakes port, and to the economic and environmental vitality of its communities. The organization supports the transportation business through its marine shipping activities, operates recreational activities, promotes a healthy environment and values community leadership and a positive work environment.

**Position Overview:**

The Corporate Secretary is responsible for ensuring that accurate and sufficient documentation is in place outlining when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, the Secretary records minutes of meetings, ensures their accuracy and availability, submits various reports to management and the board, and maintains records. This is a part-time position, averaging 1 – 1 ½ days per week. Aspects of this role can be completed remotely.

**Specific responsibilities include:**

- Preparation and assembly of the board meeting agenda, as well as audit, governance, finance, human resources committees; record and prepare minutes.
- Liaise with municipal, provincial and federal agencies and associations for the Canadian and U.S. ports.
- Address access to information requests.
- Ensure compliancy with Canada Marine Act, Letters Patent.
- Oversee corporate reporting and submissions as required by Transport Canada and Treasury Board Secretariat; preparation of documents required for Transport Canada corporate records examination.
- Oversee the HPA Nominating Committee during the Board of Directors nomination process. Involves preparation of agenda, minutes and documentation as well as mass distribution, notices and communications.
- Preparation of materials for Annual General Meeting
- Ensure maintenance of corporate documents and files, board meeting minutes and schedules.

**Qualifications:**

Our ideal candidate brings a university degree along with three years experience in a similar role. A Chartered Secretaries Canada designation would be an asset.

**Contact:** Please forward resumes including salary expectations to [jobs@hamiltonport.ca](mailto:jobs@hamiltonport.ca)

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