

POSITION TITLE: **CORPORATE SECRETARY**

LOCATION: Guelph, Ontario

COMPANY

Guelph Hydro Inc. is the holding company for Guelph Hydro Electric Systems Inc, the local distribution company (LDC) for Guelph and Rockwood, Ontario, Canada, and for Ecotricity Guelph Inc, an alternative energy company, also located in Guelph.

POSITION OVERVIEW

The **Corporate Secretary** acts as an Officer of the corporation, who reports to the CEO of Guelph Hydro Inc. (GHI) and is responsible for building key relationships with the Board through the Board Chair and works regularly with the Committee Chairs. The Corporate Secretary is the focal point for communication with the Board of Directors of GHI, GHESI and Ecotricity (the “Board”) and senior management of GHI, GHESI and Ecotricity. The Corporate Secretary plays a key role in ensuring the Board is aware of governance best practices and principles that need to be addressed.

This is a new position and the hours of work are expected to be from 6 to 10 hours per week.

DUTIES AND RESPONSIBILITIES

- Ensures that directors’ and committee meetings are set and organized, being cognizant of the budget and ensuring directors understand the budgetary implications of any decisions taken.
- Ensures that meeting notices, agendas and supporting documentation are being prepared & mailed and considers those matters that should be dealt with at directors’ and committee meetings.
- Attends Board and Committee meetings and organizes minute taking responsibility.
- Identifies when resolutions need to be filed and ensures that they are filed with the proper authorities, as required.
- Arranges legal advice in connection with all major contracts and transactions.
- Responsible for the creation, maintenance and retention of official corporate records and the application of the corporate seal.
- Confirms that the Corporation’s by-laws are current and meet the needs of the Corporation.
- Offers suggestions on how to ensure governance principles are met while minimizing director’s time spent and stays current with corporate governance developments and best practices.
- Plays a key role in developing various Board policies and procedures.
- Performs such other duties pertaining to the Corporate Secretary’s office or which may from time to

time be prescribed by the Board or required by law.

QUALIFICATIONS

- Graduate lawyer with LLB degree or equivalent educational background.
- Previous experience as a Corporate Secretary.
- Knowledge of and experience dealing with corporate governance issues.
- Experience with Board meeting procedures and exposure to general corporate law.
- Excellent written and oral communication skills; tact and diplomacy.
- A strong technical background with various computer software programs and proficiency in Word, Excel, PowerPoint and Lotus Notes.
- Ability to work as part of a team and build relationships with the Board and Management.
- Understanding of the Electrical Industry and in particular the Local Distribution Sector is an asset.

Interested candidates should submit their application by sending an email to hr@guelphhydro.com
The Guelph Hydro Inc. family of companies is an equal opportunity employer. Thank you for your interest, we will respond to those applicants selected for an interview.