

## ASSISTANT, BOARD AFFAIRS - 14 MONTH CONTRACT

LOCATION: TORONTO, ONTARIO

**GSC is not your traditional benefits provider. We're different, and that's a good thing.**

As Canada's only national not-for-profit health and dental benefits specialist, our reason for being is to create innovative solutions that improve access to better health. Committed to providing effective cost containment strategies, advanced technology, and exceptional customer service, we manage and administer benefit plan programs for plan members nationwide.

This position of Assistant, Board Affairs is a 14-month contract and will report to the Director, Board Affairs.

The Assistant, Board Affairs is responsible for providing and coordinating administrative services in support of the Green Shield Canada Board of Directors and Board Committees.

### OVERVIEW OF RESPONSIBILITIES:

- Provide confidential administrative support to the Director, Board Affairs.
- Create and distribute meeting schedules, agendas, resolutions, meeting materials and minutes for Board and Committee meetings.
- Maintenance of the Board portal and use of the Board portal to distribute meeting packages, reports, and documentation to the Board of Directors.
- Coordinate and manage all Board and Board Committees meeting logistics.
- Prepare meeting minutes for all Board and Committee meetings; attend governance committee and other meetings as required and take professional level minutes.
- Maintain the company's Corporate Records (Minute books) and meeting files relating to the Board, Board Committee, Annual and Member meetings.
- Co-ordinate and support the Annual Meeting and development of the Annual Report.
- Maintain and update the GSC Membership list.
- Support the organization and maintenance of key company policy documents and records.
- Organize and facilitate orientation for new directors.
- Facilitate board evaluations and surveys.
- Assist the Director, Board Affairs in researching and collecting governance-related information and benchmarking data.
- Prepare and facilitate completion of internal and regulatory annual return filings.
- Assist the Director, Board Affairs with annual compliance reporting.
- Stay current on corporate governance developments for the purpose of identifying and proposing best practices.
- Other duties as assigned.

### COMPETENCIES AND QUALIFICATIONS:

- Minimum of 5-7 years of experience with a preference for Insurance or Financial Services industry experience.
- Prior experience working with a Board of Directors and Senior Executives.
- Post-secondary school degree or diploma.
- Strong understanding of corporate governance practices is highly valued. Should have an affinity for governance.
- Excellent organizational and time management skills
- Ability to meet deadlines and manage a variety of requirements and priorities concurrently.
- Ability to interact and develop effective working relationships with a wide variety of stakeholders including members of the Board of Directors, Executives, and members of the Management Team.
- Excellent communication skills (verbal and written).
- Proactive, diplomatic and confident with the ability to develop, foster and maintain relationships.
- Excellent interpersonal skills.
- Analytical, problem solving and critical thinking capabilities.
- Knowledge and experience with Board portal software (Boardvantage).
- Experience with Survey Monkey is considered an asset.

- Ability to work independently and as part of a team.
- Sound judgment regarding ethics, discretion, privacy and confidentiality requirements.
- Ability to travel at times.
- Availability to work extended hours.
- Strong computer skills – extensive knowledge of Excel, Word, PowerPoint and Internet tools.
- French/English bilingualism would be an asset.

GSC is committed to providing accommodations for applicants with disabilities. If you require an accommodation, please contact [requestforaccommodation@greenshield.ca](mailto:requestforaccommodation@greenshield.ca) and we will work with you to meet your needs.

Please go to: <http://careers.greenshield.ca/careerconnector> to submit your application.