

Position Title: **Assistant Corporate Secretary**

Company: **Calgary Board of Education**

Location: Calgary, Alberta

Application deadline: November 17, 2016, 11:59 PM

Position Overview:

Reporting to the Corporate Secretary, the purpose of this job is to provide leadership, direction and management expertise in the day-to-day operations of the Office of the Corporate Secretary and the Trustees' Office. As the liaison between the Board and Administration, this position will be intimately involved with the planning, execution and follow-up of Board of Trustees and Board Committee meetings. This job provides the functional support and assistance to fulfill the requirements of the Corporate Secretary of the Board as defined by the Alberta School Act.

With oversight from the Corporate Secretary, this job is accountable for:

- supporting the Calgary Board of Education's purpose of ensuring that quality learning is accessible to all its students by providing comprehensive and objective leadership to support the Board of Trustees and the Office of the Corporate Secretary;
- acting as the corporate representative of the Board in matters falling within the scope of the office of the Corporate Secretary;
- effectively planning, administering and interpreting relevant legislation, parliamentary procedures, Board procedures and governance obligations and responsibilities as they impact the operations of the Board;
- providing advice and consultation to the Board, Superintendents, administration and the public on the Board's statutory, archival, and operational affairs;
- providing input into business processes that achieve consistencies, efficiencies and effectiveness in the workflow of the Office of the Corporate Secretary;
- researching, analyzing and preparing correspondence and reports on behalf of the Corporate Secretary;
- overseeing the provision of efficient, accurate and reliable executive assistance to trustees to assist them with successfully fulfilling their job as a Board member.

Responsibilities

- Ensures appropriate procedural requirements are followed for the meetings of the Board of Trustees, as specified in the School Act, governance procedures, Board Procedures and Robert's Rules of Order. Serves as parliamentarian to the Board at regular and special meetings.
- Manages all corporate board and committee meeting logistics,

ensuring that the Board members and Superintendents have all resources required for the meetings in a timely manner, and that appropriate information is available to the public for all meetings.

- Attends all board and committee meetings, ensuring that appropriate minutes are recorded, and all records appropriately created and retained.
- Ensures appropriate access to and security of public and private records of the Board of Trustees.
- Conducts research, develops reports and resolutions for the Board of Trustees, Superintendents and Corporate Secretary, as required.
- Liaises with superintendents and administration to ensure that the decisions of the Board of Trustees are communicated and acted upon.
- Manages the preparation and handling of Board of Trustees' correspondence.
- In conjunction with the Corporate Secretary, responsible for determining the sufficiency of all petitions submitted to the Board of Trustees under the School Act.
- In consultation with The City of Calgary Election Services provides support for the development, coordination and implementation of effective policies, guidelines and procedures to ensure the Calgary Board of Education's compliance with the Local Authorities Election Act.
- Develops strategies and plans for all employees in the Office of the Corporate Secretary to ensure efficient and effective processes. Encourages and supports the development of skills and competencies for these employees through delegation and mentorship.
- In conjunction with the Corporate Secretary, holds responsibility for the development, expenditure, management and control of the Corporate Secretary's Office and the Board of Trustees' Office budgets.

For more information and to apply, please visit [www.cbe.ab.ca/careers](http://www.cbe.ab.ca/careers)