

Position Title	Assistant Corporate Secretary
Company	Standards Council of Canada
Location	Ottawa ON
Application Deadline	November 10, 2016
Position Overview	Reporting to the Vice-President, Communications and Corporate Planning & Corporate Secretary, the Assistant Corporate Secretary will be responsible for providing professional and administrative support to the Corporate Secretary with respect to planning, organization and direction of arrangements for meetings and conferences of Council and its principal committees.
Duties / Responsibilities	<ul style="list-style-type: none"> • Contribute to the development and implementation of guidelines, processes and procedures to ensure the Chairperson and the Chief Executive Officer (CEO) are adequately briefed on all proceedings and decisions of Council and its committees. • Plan and organize arrangements for Council, Corporate Governance Committee, Audit Committee, and other meetings and conferences. • Develop and prepare agenda and programs, and coordinate the preparation of supporting papers for Council and standing Committee meetings; and reviews papers received by the Secretariat with respect to content and policy for approval. • Prepare board position papers, minutes, actions to be taken, and records of decisions of Council and its committees and, upon request, other meetings or conferences; ensuring minutes and action items are communicated. • Contribute to the development and implementation of policies, processes and procedures to meet statutory requirements. • Draft and edit Council-related position paper, presentation and other communication-related collateral. • Track follow-up actions to be taken on decisions, and provide information to be brought back to committees as required. • Provide advice and guidance regarding Council issues and decisions.
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