

Position Title: Board Secretary

Company: CPA Canada

Location: Toronto, Ontario

Application Deadline: January 6, 2020

Position Overview:

Chartered Professional Accountants of Canada (CPA Canada) represents the Canadian accounting profession, both nationally and internationally. Operating in the highly complex and global accounting eco-system, CPA Canada is a convener, facilitator, contributor and disseminator of information that advances the profession. The organization works closely with the provincial, territorial and Bermudan CPA bodies to champion best practices that benefit business and society. With more than 217,000 members, CPA Canada is one of the largest national accounting bodies in the world. The organization supports the setting of accounting, auditing and assurance standards, advocates for economic and social development in the public interest, and develops leading-edge thought leadership, research, guidance and educational programs. cpacanada.ca

About the opportunity

As a Board Secretary at CPA Canada, you will Report to the Senior Vice President, Operations for management of day to day activities (with dotted lines to both the Chair of the Board and CEO), the Board Secretary is responsible for providing effective support to the CPA Canada Board of Directors, related Board Committees, Council of Chairs and Council of Chief Executives. The incumbent will be responsible for planning and executing board related meetings, maintaining records, developing reports and liaising with Board members and executives to guarantee that the information provided is accurate and in compliance with by-laws and regulations and good governance practices.

Duties / Responsibilities:

What you'll do

In this role you will:

- The creation and timely distribution of agenda for Board and committee meetings; membership meetings and Annual General Meetings;
- The accurate recording and distribution of all meeting minutes;
- The updating, maintaining and safe storage of the Minute Book and other legal documents;
- The creation and maintenance of up-to-date board planning calendars and workplans outlining matters to be on the board's agenda over the course of a year;
- Maintenance of a full contact list of board members including board member appointment dates, term of appointments and board member biographies;
- Oversight of the required registration status and the facilitation of all annual filings of required reports and information;
- The maintenance of governance policies and a systematic schedule for their review as determined by the board;
- The maintenance of an up-to-date list of members of Committees of the Board;
- The management of external correspondence and ensuring that requests made of the Board of Directors, or relevant to the governance, are reported and responded to in a timely manner;
- Provide support to the Board of Directors on board meetings, record keeping and reports in compliance with regulations;
- Logistics of planning Board related meetings and events.

What we're looking for

The ideal candidate will have the following skills and experience:

- Post-secondary education in Business, Corporate Governance or Administration; certification in Corporate Governance is considered an asset;
- At least 7 years of Corporate Governance experience specifically within a not-for-profit organization;
- Exceptionally organized and detail oriented;
- Knowledge of Corporate Governance guidelines;
- Calm under pressure and able to work within strict timelines and deadlines;
- A strong progressive performance track record;
- Strong written and verbal communication skills. Facility in the French language is considered an asset;
- A self-starter who takes initiative to complete activities;
- A strong collaborator who works well at all levels of the organization;
- Intermediate to advanced level skill with Microsoft Office suite of products;
- Experience working with Diligent or a similar board software application.

What it's like to work here

With a diverse workforce and a commitment to health and wellness for its employees, CPA Canada is a great place to work. The organization offers a flexible and balanced environment that allows individuals to maximize professional and personal development. CPA Canada employs over 400 people, with its headquarters in Toronto and other offices in Burnaby, Ottawa and Montreal. Our technology-enabled culture is designed to attract qualified people and enable them to do their best work. Employee perks include competitive salaries and pension, a comprehensive benefits package, professional development programs, flexible working hours and opportunities to work from home, regular social events and a highly successful employee volunteer program. In addition, CPA Canada is dedicated to continual improvement and building a high-performing, innovative organization that creates value for members and other stakeholders.

Organization values

We create a collaborative and constructive culture by:

- Acting with Integrity • Fostering Excellence • Respecting Others • Working Collaboratively • Being Accountable

CPA Canada is committed to cultivating an inclusive, accessible environment, where each employee feels respected, valued and supported. All qualified individuals may **apply** online. If you require a disability related accommodation to participate in our recruitment process, please make a note of this in your application and we'll be happy to work with you to meet your needs.

Contact Details:

Apply for Board Secretary using the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=4bccd95a-a445-48ad-8f2f-728e072d4596&cclid=19000101_000001&jobId=320270&lang=en_CA&source=CC4