

Board Secretary – Executive Office

Chartered Professional Accountants of Canada (CPA Canada) is one of the largest national accounting organizations in the world, representing more than 210,000 members. Domestically, CPA Canada works cooperatively with the provincial and regional CPA bodies who are charged with regulating the profession. Globally, it works together with the International Federation of Accountants and the Global Accounting Alliance to build a stronger accounting profession worldwide. CPA Canada, created through the unification of three legacy accounting designations, is a respected voice in the business, government, education and non-profit sectors and champions sustainable economic growth and social development. The unified organization is celebrating five years of serving the profession, advocating for the public interest and supporting the setting of accounting, auditing and assurance standards. CPA Canada develops leading-edge thought leadership, research, guidance and educational programs to ensure its members are equipped to drive success and shape the future.

The Opportunity

Reporting 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.

Responsibilities

In this role, responsibilities will include, but not be limited to:

- 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.

The Candidate

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.

Other matters

This position is based in Toronto.

CPA Canada offers a unique flexible and balanced working environment that allows individuals to maximize professional and personal development. We are committed to cultivating an inclusive, accessible environment, where each employee feels respected, valued and supported. Qualified individuals who wish to know more may contact, on a confidential basis: Christine Wood, Director, Human Resources at CPA Canada at 416-204-3394 or cwood@cpacanada.ca. If you require a disability related accommodation to participate in our recruitment process, please email us your contact information and we'll be happy to work with you to meet your needs.