

COORDINATOR, BOARD AFFAIRS – 12 MONTH CONTRACT

LOCATION: TORONTO, ONTARIO

Green Shield Canada (GSC) is not your traditional health and dental benefits provider. We're *different*, and that's a good thing.

As a health and dental specialist, we are driven by our mission: to improve the health and well-being of Canadians. And we're fully committed to the talented team of employees who delight our clients and set our organization apart as an industry leader.

As Canada's only national not-for-profit health insurance provider and benefits program administrator, we are committed to providing effective cost containment strategies, advanced technology, and exceptional customer service. GSC manages and administers benefit plan programs for plan members nation-wide.

WHY GSC IS A GREAT PLACE TO WORK

With all our cutting edge solutions, there's never a dull moment

Our approach to benefits is always forward-thinking, from digital mental health therapies (such as MindBeacon Group) to predictive modelling of data insights, and the use of AI in our industry-leading Claim Watch fraud detection and prevention strategy.

You can have a career, and a life

We believe that we get the best from our employees when they have a challenging work environment and time away to do other things. We don't just say it - it's real. A work-life balance exists at GSC.

We invest in our employees

As we grow, so do our employees. We offer training and professional development to ensure employees excel and are well positioned for career advancement within GSC. We encourage our team to continue their education - and we help fund it.

You're part of something bigger

As a social enterprise, we re-invest our profits to support local communities and advocate to make it easier for Canadians to live their healthiest lives. Our employees – and customers – benefit from knowing they are contributing to enhancing the common good.

A few other perks:

- *Generous time off (including vacation, holiday shut-down between Christmas and New Years and even having your birthday off).*
- *Full and flexible benefits on day 1 (it is our business after all).*
- *Endless supply of free coffee!*
- *Convenient commute accessibility*

This position of Coordinator, Board Affairs is a 12-month contract and will report to the Director, Board Affairs.

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

THE ROLE IN A NUTSHELL

- Provide overall administrative support to Board Affairs in relation to the Board of Directors roles and responsibilities.
- Create and maintenance of up-to-date Board and Committee work plans and meeting schedules.
- Support to the Director, Board Affairs, in development of Board and Committee meeting materials, including agendas, reports and summaries.

- 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 and event logistics.
- Prepare meeting minutes for all Board and Committee meetings; attend governance committee and other meetings as required and take accurate, professional level minutes as required.
- 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 and compile 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.

WHAT WE'RE LOOKING FOR

- Minimum 3 years of experience.
- Prior experience working with a Board of Directors and Senior Executives.
- Post-secondary school degree or diploma. Certification in Corporate Governance is considered an asset.
- Strong understanding of corporate governance practices is highly valued. Should have an affinity for governance.
- A self-starter with exceptional organizational and time management skills
- Calm under pressure and 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).
- 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.
- Experience with Survey Monkey is considered an asset.
- Insurance or Financial Services industry experience would be an asset.
- 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 and we will work with you to meet your needs.