



GenomePrairie

About Us:

Genome Prairie, a non-profit organization, with offices in Winnipeg and Saskatoon, aligns partners and resources to develop and manage genomics and bioscience research projects addressing key regional priorities including agriculture, human health, the environment, energy and mining. These efforts are playing a central role in building the region's reputation as a location of choice for innovation and commercialization. For more information, visit www.genomeprairie.ca.

Corporate Secretary

Genome Prairie is seeking an individual to fill the position of Corporate Secretary in accordance with the Canada Not-for-Profit Corporations Act, the bylaws, banking resolutions, and other legal requirements of the organization. Reporting to the President and CEO, this position will be located in Saskatoon.

Role and Responsibilities:

- Makes arrangements for and gives notice of all Board, Members' and Committee meetings.
- Attends all meetings of the Board, Members and Committees, and keeps a record of the proceedings. Ensures the confidentiality of such proceedings.
- Prepares all minutes (for Board and Committee approval), participates in setting agendas, sending notices, developing correspondence and preparing materials in connection with meetings of the Board, Committees and Members.
- Facilitates and manages the flow of information to and from the Board.
- Ensures that legislation, rules and regulations are complied with and that Board-approved policies and procedures are published and available to all staff.
- Assists in the orientation of new Board members.
- Supports the Chair of the Board, Committee Chairs and members of the senior management team to deliver effective corporate governance.
- Prepares draft resolutions.
- Demonstrates integrity and ethical leadership.
- Oversees use (and may act as custodian) of the seal of the corporation, and attests, signs, or countersigns corporate documents when authorized.
- Ensures minutes and all financial records required to be maintained are delivered to corporate counsel for inclusion in the Corporate Minute Book.
- Attends to corporate correspondence including inquiries from staff, members, and the public concerning matters of general corporate policy.
- Oversees and maintains the Board portal of the website.

Required skills and experience:

- Minimum five years' experience related to the above responsibilities
- Familiarity with good corporate governance would be an asset
- Proficient with Microsoft Office Suite and Adobe programs
- Strong interpersonal skills, including excellent written and verbal communication
- Keen attention to detail
- Proven ability to work well under deadlines and produce results
- Superior time management and organizational skills
- The ability to be self-motivated and to work with others as a cohesive team

Remuneration will be based on qualifications and experience. Genome Prairie offers a comprehensive benefits package and a variety of employee incentives.

Application: Interested candidates are asked to forward an electronic resume and cover letter (one PDF file) by email to human.resources@genomeprairie.ca. No phone calls please. Applications will be accepted until 4:00 pm on Thursday, January 26, 2017. We thank all applicants for their interest, but only those selected for an interview will be contacted.