

**Position Title:** Corporate Secretary  
**Company:** International Development Research Centre  
**Location:** Ottawa, Ontario  
**Application Deadline:** February 28<sup>th</sup>, 2021

## Position Description

The Corporate Secretary acts as both the Secretary and corporate governance advisor to the Board of Governors, Chairperson, and Board committees as well as the President and Centre Management Committee. The position functions as a key liaison between the Chairperson and the President and the Board and management more broadly. It provides strategic guidance and support to the President and Chairperson with the objective of ensuring sound Board governance practice. Advice is also provided to the President and management with respect to Board and stakeholder relations. The role entails managerial responsibilities for the delivery of corporate governance and secretarial services.

## Specific Accountabilities

- Manages and oversees the preparation of the agendas and maintenance of the corporate record for the Board of Governors and Board committees (standing committees include Executive, Finance and Audit, Human Resources, plus additional specialized committees) as well as the Centre Management Committee.
- Manages and oversees the organization of meetings of the Board of Governors and its committees, including;
  - the substantive preparation of corporate governance-related meeting materials;
  - coordinates the submission of documents from management to the Board of Governors and, working with the President and the Chief of Staff, oversees quality control thereof;
  - oversees all aspects of meeting logistics;
  - ensures the accurate and timely dissemination of actionable decisions and guidance from the Board to management; and
  - oversees the preparation and execution of occasional Board field visits to developing countries.
- Defines and guides a corporate reporting process, supporting the generation and submission of reports to the Board, by management, to best support the Board in the discharge of oversight and foresight responsibilities and fiduciary duties.
- Provides support and advice to the Chairperson of the Board in carrying out duties relating to the effective governance and performance of the Board and corporation, including provision of advice on corporate governance best practice, governor appointments processes, and Board skill sets, and in relation to the avoidance of conflicts of interest by governors.
- Act as a primary point of contact between the Centre and various central agencies of government, including the Privy Council Office and Global Affairs Canada with regard to corporate governance of IDRC.
- Serves as an active member of Centre management, both as member of the Centre Management Committee and in managing the Office of Corporate Secretary, its staff, and budget.

## Ideal Candidate Profile

As the ideal candidate, you are an articulate communicator, both verbally and in writing, and you are known for your ability to develop and implement practical and widely acceptable solutions. Your personal integrity and willingness to provide frank advice to senior levels will serve you well in this role. You are known for your sensitivity and tact and have formed lasting relationships within the bureaucracy of the Federal Government. Bilingualism in English and French at the advanced level is required.

## Education and Experience

- Master's degree or equivalent in the areas of business administration, public administration, or governance.
- Minimum of seven years of experience as a corporate governance professional in the public or not-for-profit sector.
- Extensive experience working with complex Boards and organizations.

## Knowledge, Skills, and Abilities

- Advanced fluency in both French and English.
- Judgement, particularly with a view to the handling of confidential and/or highly sensitive matters and always with a view to maintaining a positive working relationship between the Board and management and within the Board, amongst its membership.
- Having personal integrity and willingness to provide frank advice at senior levels.
- Identifying essential corporate interests in each activity.
- Strategic thinking.
- Developing and implementing practical and widely acceptable solutions.
- Articulating positions verbally and in writing.
- Organizing the sequence and allocation of responsibilities for complex operations.
- Relating to all levels of staff.
- Representing IDRC to external officials and institutions.

To apply or for more info contact - [cperiard@boyden.com](mailto:cperiard@boyden.com)