



RECORDING SECRETARY

Summary:

The Workplace Safety and Insurance Board is an independent trust agency that administers compensation and no-fault insurance for Ontario workplaces. We are committed to delivering what matters to the workers and employers of Ontario: fast, accessible service and fair benefits at a fair price.

We are seeking a high energy self starter, with an ability to work independently, who will play an integral role in coordinating the Board of Directors meetings. This opportunity will interest those who enjoy working in a fast paced environment, have demonstrated excellent comprehension, written and oral communications skills and have strong interpersonal skills to support effective business relationships.

Description:

This position is responsible for providing executive level support to the Chair and the Board of Directors. In doing so, the successful candidate will be responsible for official minute recording , reviewing draft corporate documents, such as policies and schedules to ensure content meets corporate records criteria, and the appropriate rescinding and superseding of minutes. The incumbent is also responsible for providing technical expertise and guidance to all levels of staff regarding the minuting process to ensure completeness of documentation and the integrity of corporate archives.

Specific responsibilities include:

- Record and transcribe the minutes of all Board of Directors and Committee meetings, ensuring all actions are duly noted. Provide minutes to each member of the Board of Directors no later than the following meeting so they can be properly adopted. The Recording Secretary will maintain the approved minutes of all meetings and ensure the records are maintained in a permanent file format and filed in Corporate Records.
- Create and distribute agendas, materials and briefing notes for Board of Directors, Committee and AWCBC meetings in accordance with established schedules. Assist the Manager/Associate Secretary in developing agendas based on analysis of evolving issues, creating minutes and related documentation for meetings of the Board of Directors and board committees.
- Collect agenda material, prepare and assemble packages for mail outs through a Board of Director Portal or courier services and ensure materials are accessible at each meeting.
- Maintain Corporate Minutes by preparing board and committee meeting minutes, ensuring that contents comply with established guidelines and standards. Disseminate and communicate, both internally and externally, board and committee minutes and material that have been dealt with by the Board of Directors. Maintain follow-up procedures including discussions with executive level staff to ensure Action Points flowing from board and committee meetings are addressed within specified timelines. Preparing all materials for filing with the Minister of

Labour in accordance with the Memorandum of Understanding and the Ontario Government *Agencies and Appointments Directive*.

- Establish an effective working relationship with senior management and staff in the business areas in order to communicate and follow-up on specific requests and commitments pertaining to the Board and Committee meetings.
- Act as a central point of contact on behalf of the Secretary's Office in dealing with a range of issues and requests for Board information from various internal and external parties. This involves determining the facts and recommending possible solutions, preparing responses and presenting details with recommendations to the Manager/Associate Secretary, and/or coordinating the response to enquiries and correspondence.
- Assist in the preparation of reports and correspondence, i.e., prepare briefing binders for the Chair, President and CEO, and Corporate Secretary. This includes reviewing material, obtaining input from business area and preparing briefing notes and recommendations.
- Provide technical expertise and guidance to all levels of staff to ensure the integrity of documents to be addressed by the board of directors is maintained. This involves reviewing draft corporate documents and providing advice on the process, format and content to ensure criteria is met.
- Maintain a roster of board appointment terms, members' conflicts of interest and a registry of Board Members, recording attendance of Board Members at each meeting and confirming quorum.
- Develop and maintain yearly meeting schedules for board and committee meetings.

Requirements:

- Knowledge of business administration principles and operational practices
- Excellent comprehension and communication skills to complete meeting related responsibilities, ensuring documents reflect the correct tone and sensitivity to issues being discussed; prepare briefing notes and preparation of correspondence.
- Ability to identify issues requiring resolution and proactively pursuing completion.
- Ability to manage conflicting priorities and provide timely support to business areas.
- Knowledge of formal minute taking procedures at a senior level using Roberts Rules of Order.
- Working knowledge of computer systems such as Lotus Notes, Microsoft Word, Microsoft Excel and SharePoint.
- Experience working in an executive environment will be considered an asset.
- Knowledge of external clients, such as the Ministry of Labour, Office of the Employer Adviser, Office of the Worker Adviser to understand issues and requirements, to respond to enquiries from external agencies, such as WSIAT and the AWCBC.
- Strong interpersonal skills to liaise with board members, senior management and other WSIB staff, on day-to-day matters involving the Corporate Secretary's Office or when participating in special projects.

As a precondition of employment, the WSIB will require a prospective candidate to undergo a criminal records name check prior to or at any time following hire.

To apply for this position, please submit your application through our careers page:

<http://www.wsib.on.ca/WSIBPortal/faces/WSIBArticlePage?fGUID=835502100635000719>

We appreciate the interest of all candidates. Due to the volumes of applications we receive, we are only able to contact candidates that are selected to move forward in the recruitment process. The WSIB is an equal opportunity employer. Accommodation is available under the [Ontario Human Rights Code](#).

Privacy Statement

Personal information will be collected from your resume, application, cover letter and references under the authority of the Workplace Safety and Insurance Act, 1997 and will be used by the Talent Acquisition Centre and WSIB hiring parties to assess/validate your qualifications and/or determine if you meet the requirements of vacant positions and/or gather information relevant for recruitment purposes. If you have questions or concerns regarding the collection and use of your personal information, contact the WSIB Privacy Office, 200 Front Street West, Toronto, ON, M5V 3J1 or 416-344-5323 or 1-800-387-0750 extension 5323. Be advised that information related to application status will not be provided.