

Join passionate people. *Elevate your potential.*

Manager, Governance

For over 75 years, Prospera Credit Union has been a successful financial institution because of an unwavering focus on meeting the needs of our members, providing fulfilling careers for employees, and for giving back to the communities we serve. The result of a merger between Prospera Credit Union and Westminster Savings Credit Union, we are a community-based, purpose-driven organization that is committed to being a true financial partner to our local business members.

Do you thrive in connecting with board directors and managing a Governance Office? We are currently seeking a **Manager, Governance** for our Surrey Corporate Office. The successful hire will be responsible for overseeing the meeting process for the Board and its committees. Plus, the Manager, Governance implements decisions made by the Board of Directors while providing leadership to two direct reports, ensuring department goals are front-of-mind.

If this sounds like your dream job, apply today!

What you'll do:

- Oversee PCU's Board and Committee meetings in accordance with relevant corporate governance standards.
- Prepare reports, motions and resolutions for Board and Committee meetings, including annual governance matters related to director elections, special resolutions, policies and regular business.
- Prepare all Board and Committee meeting minutes for distribution in a timely manner, ensuring that highly confidential information is handled and recorded in a discreet and professional manner.
- Manage overarching Board and Committee work plans and maintains up-to-date Board planning calendars.
- Manage the director orientation process for new directors.
- Oversee the planning of the Annual General Meeting.
- Project manage and lead the planning of the nomination and director election process, and special resolution voting process, including registration, materials, communications, validation of voting and candidate eligibility, electronic voting set-up and general logistics.
- Provide Board project management support to the Director, Governance and Assistant Corporate Secretary.
- Manage the communication of legislative and regulatory changes to the relevant departments or subsidiaries.
- Partner with external auditors and regulators regarding corporate governance matters and minute book reviews.

What you bring:

- Experience working in a corporate governance environment, with confidence as a manager. Experience within the financial services industry is an asset.

- Chartered Secretary or paralegal designation an asset
- Excellent knowledge of governance, legislation and compliance best practices
- Excellent interpersonal and communication skills with the ability to establish mutually beneficial working relationships with internal and external stakeholders, in various functions and at all levels
- Strong project management, organizational, and time management skills with the ability to work under pressure in a fast-paced environment
- Ability to exercise sound judgement and discretion on confidential and sensitive matters
- Self-motivated, results-driven and able to work with limited supervision
- Excellent problem-solving skills with attention to detail
- Intermediate to advanced skill level with Microsoft Outlook, Word, Excel, and PowerPoint; experience using Board portal technology is an asset
- Occasional local travel to meeting sites; travel outside of the Lower Mainland once a year

What's in it for you?

Inclusive, equitable and accessible workplace: All team members are valued, respected, and heard. We learn from each other's differences, gaining strength through our people and our perspectives.

Career Advancement! We are committed to our employee's growth and development and we want to see you soar.

Fun & Camaraderie. We care deeply about our members and our employees and we want the hours you spend with us to be fun, rewarding and sometimes lighthearted. We like to work hard, play hard, have fun and be there for each other.

Flexibility! This opportunity includes flexible work arrangements. Whether you work from head office, a branch, your home office or a coffee shop, we want your best work no matter where that is!

Show me the money! We offer competitive pay, a personalized benefits program, and a generous defined contribution pension plan.

Community Focused. We care about [giving back to the communities](#) we live, work and play in. We participate in many community minded activities throughout the year.

Please apply for this single opportunity on www.prospera.ca/Careers or www.wscu.com/careers

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