

Job Title: Director & Assistant Corporate Secretary
Reports To: SVP, Legal, Policy & Corporate Secretary
Department: Legal, Policy and Corporate Secretarial

JOB PURPOSE

The Legal, Policy, and Corporate Secretarial department is responsible for the corporate secretarial duties, communications initiatives, and policy-related matters of the Canadian Investor Protection Fund (CIPF). Reporting to the SVP, Legal, Policy & Corporate Secretary, this position is responsible for supporting the goals and objectives of the Legal, Policy, and Corporate Secretarial department, with key responsibilities focused on corporate secretarial functions, policy initiatives, legal, communications, and domestic and international stakeholder relations.

DUTIES AND RESPONSIBILITIES

Corporate Governance

- Monitor key developments in corporate governance practices as they pertain to CIPF and make recommendations, where appropriate, to the Corporate Secretary, the CEO and/or the Board Chair on proposed changes and execute approved changes.

Legal

- Provide legal advice, as needed and as requested, either directly or by engaging with external counsel.
- Manage external counsel relationships.

Corporate Secretarial

- Manage the corporate secretarial function of the Board and Board Committees and related tools and processes. This includes:
 - i. Managing process to make regular updates to Board and Committee mandates including co-ordinating Directors, Officers, and external counsel feedback, and preparing annual compliance documents;
 - ii. Manage the development of the Board and Committee work plans with input from Officers and Committee Chairs and design workplans that ensure compliance with mandates and that optimize efficiency and effectiveness;
 - iii. Manage the preparation and review of agenda and minutes with the Corporate Secretary, CEO and relevant Chair on a timely basis;
 - iv. Work with IT to ensure Diligent is fully leveraged and meets the needs of our Directors, and
 - v. Maintain the Directors' Handbook.

- Drive consistency in / standardize processes, materials and practices where appropriate.
 - Support Directors in the execution of their mandate and ensure they have a positive experience with CIPF. This includes assisting the Corporate Secretary in developing and maintaining Board of Director programs including, orientation, continuing education, succession planning, effectiveness assessments, and facilitating collection and assessment of Directors' feedback as appropriate.
 - Support the CEO with the preparation of the President's Report and other materials for the Board and Board Committee, including speaker notes.
 - To oversee procedures, documentation and administrative matters relating to the Board. Advise and support the Corporate Secretary on Board-related matters.
 - Support strategic planning initiatives for the Board co-ordinating with the CEO /Officers' strategic planning processes

Cooperative Operating Agreement:

- Support senior management in maintaining the Cooperative Operating Agreement (COA) including leading the regular review and updating of the agreement and its schedules working with CIPF leadership team and CIRO staff and counsel.

Policy Initiatives:

- Manage the ongoing implementation of the COA Policy protocol, and escalating any matters to the SVP and CEO as appropriate. Support the comment process to CIRO, with respect to the prioritization of CIRO policy initiatives (including proposing policy development topics) and any relevant CIRO-led policy changes, assess their impact on CIPF policies and provide a thoughtful response to the impact these changes will have on CIPF and its ability to execute on its mandate.
- Advise on general coverage and disclosure-related policy issues, including interpretations and initiatives related to the CIPF Coverage Policy and CIPF Disclosure Policy, as well as analyses of new products as assigned.
- Support simulations in the interpretation of coverage and in the execution of the Claims Procedures.

Staff Management and Training

- Within the budget approved by CIPF's Board of Directors, ensure staff receive training and support required to perform job functions.
- Accomplish department goals and objectives by managing direct reports through planning and evaluating department activities, providing coaching and feedback on their individual responsibilities and priorities.
- Coach, counsel, performance manage and if needed, apply corrective action.

Other

- Ensure confidential documents, as identified by each Department, are handled in accordance with CIPF policies.
- Other duties, as assigned, including support on queries and insolvencies.

QUALIFICATIONS AND JOB REQUIREMENTS

- Post-secondary degree in business, or related areas.
- Law degree is preferred
- Effective interpersonal and communication skills (written and verbal).
- Demonstrated strategic thinking, good judgement, and initiative.
- Strong project management skills.
- Professional experience in the financial sector, preferably in a legal or regulatory role.

KEY COMPETENCIES

The competencies listed below are critical to success in this role.

- **Critical Thinking:** Attributes: Creative problem-solving skills, intellectual curiosity, and an open mind.
- **Planning:** Attributes: Prioritizing work and keeping manager informed of any obstacles that could result in delays.
- **Positive Attitude:** Attributes: Adaptability and coachability.
- **Teamwork:** Attributes: Sharing of information and collaboration.

WORKING CONDITIONS

- This position is set in an office environment.
- The standard workweek for this position is 35 hours.
- The standard business hours for this position are 9 am to 5 pm.
- Hours worked outside of the standard work schedule may be required.
- Fast-paced environment.
- Ergonomic: Sitting for long periods of time, exposure to computer/laptop/mobile device screens for long periods of time, repetitive hand/arm movement.