

Job Title: Principal Advisor and Coordinator, Corporate Secretariat
Reports To: Director & Assistant 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).

The Principal Advisor and Coordinator, Corporate Secretariat supports the Corporate Secretariat functions of the Canadian Investor Protection Fund (CIPF) and the effective operation of the Board and Board Committees.

The successful Principal Advisor and Coordinator, Corporate Secretariat is an organized and detail-oriented individual with the ability to take initiative and work well with competing demands. They have excellent communication skills and the ability to interact effectively with a variety of internal and external stakeholders. This position manages the corporate secretarial function at CIPF.

DUTIES AND RESPONSIBILITIES

Overall responsibilities include but are not limited to:

- Handle the organizational and logistical duties for CIPF's Board of Directors, such as activities related to the set up of Board meetings.
- Prepare Board and Committee workplans, agendas, meeting materials, and meeting minutes, with input from relevant Officers and staff.
- Assist in the design of workplans so that they meet Committee mandates and optimize Committee/ Board functioning.
- Create consistency across Board and Committee materials by setting and enforcing standards.
- Coordinate collection and posting of Board and Committee materials on time.
- Maintain timelines for Board and Committee workplans and deadlines, and ensure that timelines are consistently met.
 - Provide updates to Officers, as needed, regarding timelines and any amendments that should be made to workplans.
- Act as the key liaison with the Board, specifically for the Board portal, meetings, and the overall Board experience with CIPF.
- Update Board documents, ensuring the appropriate retention and destruction of documents, as needed.

- Support the Corporate Secretary on decisions and operations of the Diligent Application, maintaining a manual and standards of operation, collecting feedback from the Board of Directors/ senior management on its use, and directing IT and senior management.
- Support the Corporate Secretary and the Board Chair in maintaining programs to ensure proper orientation, continuing education and ongoing feedback on committee and Board effectiveness, and Board succession planning as needed.
- Support the process for regular refresh of Board and Board Committee mandates.
- Implement new or amended Corporate Governance best practices as endorsed by the Corporate Secretary and/ or the Board of Directors/ CEO.
- Manage the annual process of assessing and reporting on compliance with Board / Committee mandates.
- Research and provide resources upon request from the Board or Officers.
- Ensure confidential documents, as identified by each Department, are handled in accordance with CIPF policies.
- Other duties as assigned.

QUALIFICATIONS AND JOB REQUIREMENTS

- Working knowledge of Board governance best practices.
- Familiarity in establishing and maintaining value-added relationships, for example with the Board.
- Post-secondary degree in business, corporate governance or administration, paralegal services, or related areas.
- A combination of education and equivalent experience will be considered.
- Previous experience in a corporate secretarial and/or governance role is an asset.
- Previous experience in a regulated industry is an advantage.
- Strong computer literacy and knowledge of Microsoft Office required.
- Prior experience working with Diligent or a similar board portal.

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.