

## **JOB POSTING**

### **EXECUTIVE OFFICE**

POSITION: Board Secretary  
REPORTS TO: Team Leader, Executive Support  
LOCATION: Toronto

#### **OVERALL ACCOUNTABILITY:**

To act as a Board Secretary to our member-elected Board of Directors. The position entails providing administrative support for meetings of the Board and Committees of the Board, including coordination of meetings and preparation of associated minutes, reports and policy documents.

#### **RESPONSIBILITIES: Selection Criteria - Essential Abilities**

The Board Secretary *must* possess:

- The demonstrated ability to:
  - plan, organize and control work activities to efficiently meet established objectives in concurrent assignments; the ability to prioritize and multitask;
  - provide coordination and administrative support in the development of meeting schedules; and coordinate onsite and offsite meetings, including venue and logistical arrangements (incl. translators, AV equipment)
  - develop and organize agenda items and supporting materials into a useable, understandable package;
  - accurately record and organize Board/Committee minutes and addenda;
  - coordinate follow up to action items and decisions taken at meetings with Board members, Executives, and SOCAN employees;
  - organize and catalogue Board/Committee records, including related information and documents;
  - write/format/edit letters, memos, reports, and other documents;
  - maintain the Board website on an ongoing basis;
- The ability to work in a fast-paced and deadline-driven environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role;
- A working knowledge of corporate governance and board and executive decision-making processes; the ability to relate board business matters to organizational and management activities; and the ability to establish administrative procedures to support board operations and executive team functions;
- The ability to work independently with only general guidance on a variety of projects;
- The ability to work in cooperation with individuals at all levels within and outside of the workgroup to recognize and resolve problems in a timely and effective manner; the ability to work collaboratively and operate as an effective member of the Executive Support Team;

- An aptitude for numbers, including preparation of directors' expenses and fee payments, invoice processing, quarterly forecasting and annual budgeting.

**SKILLS / KNOWLEDGE:**

- Superior organizational, keyboarding, interpersonal, and oral and written communication skills
- Advanced skills in the use of office software (Outlook, MS Word and Excel, Adobe Acrobat, PowerPoint);
- Ability to multi-task and respond flexibly to changing work requirements
- Conversant in "Robert's Rules of Order"
- Legal knowledge is an asset
- Ability to communicate in both official languages is an asset
- The successful candidate will have a post-secondary degree or diploma, several years of experience working with boards or executive groups, and the expertise to administer the operations of the board in the context of the company's strategic and business plans

**ATTRIBUTES:**

- Professional and service oriented
- Pro-active, self-motivated
- Results oriented
- Excellent attention to detail and accuracy
- Team player and relationship builder

**APPLICATION PROCEDURE:**

Qualified applicants are invited to apply in writing to Human Resources, Sara Smolej - Toronto Office. Please include an updated copy of your résumé and e-mail to: [hr@socan.ca](mailto:hr@socan.ca).

**SELECTION:**

Skills may be tested and selection will be based on factors such as past performance, previous related experience and alignment of skills and attributes to those required to perform the job.

**DEADLINE:**

Applications must be received in Human Resources by February 28, 2018.

**WORKWEEK:**

Five-day workweek from September to May. Optional four-day workweek from June to August.

Note that some travel to other provinces is required in this role.