

STAFF VACANCY COS712

Description: Corporate Secretary, (COS712)
Department: Corporate Office
Reporting to: President and Chief Executive Officer (CEO)
Type of Position: Full Time, Permanent
Location: Corporate Office, Toronto

ABOUT TARION:

Tarion Warranty Corporation is a private corporation established in 1976 to administer the *Ontario New Home Warranties Plan Act* which outlines the warranty protection that all builders must provide to new home and condominium buyers in Ontario. Tarion licenses home builders and ensures that they abide by this legislation, and that consumers are protected when builders fail to fulfill their warranty obligations. Since its inception, over 1.9 million homes have been enrolled by the Corporation.

POSITION SUMMARY:

Reporting to the CEO and a member of the senior management team, the Corporate Secretary performs the key role in the administration of the Board of Directors, acts as the focal point of communication between the board, management and stakeholders and ensures that the board has the proper advice and resources to discharge their fiduciary duties.

Responsibilities include:

- Smooth operation of board and committee meetings
- Provide leadership and advice to the board and management on governance matters, maintaining best in class corporate governance principles and practices that fit the needs of the board and stakeholders
- Maintain corporate records and administrative duties relating to the board
- Board related communications with stakeholders

The successful candidate will possess 3 to 5 years experience in a Corporate Secretary role.

JOB KNOWLEDGE AND SKILLS:

- Proven experience as a Corporate Secretary with extensive knowledge of corporate governance
- Expertise in Rules of Meetings
- Familiar with Board of Directors governance models
- Skilled in Board of Directors reporting and minute taking
- Experienced in multi-stakeholder environments
- Demonstrated ability to be a strategic thinker
- Strong networking skills, maintains broad contacts within organization
- Highly developed communications skills, excellent writing skills and active listening
- Strong interpersonal skills, including diplomacy and intuition
- Able to show good judgment in understanding how decisions impact all stakeholders and able to mediate issues and achieve consensus
- Proven organizational skills with a strong attention to details
- Service oriented and able to anticipate the needs of the board and CEO

APPLICATION SUBMISSIONS & DEADLINE: Please note that only those selected as potential candidates will be contacted. Please submit a covering letter and resume with vacancy code COS712 no later than August 3, 2010

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