



Governance Secretary

Position Description

Canada's Oil Sands Innovation Alliance

Background

Canada's Oil Sands Innovation Alliance (COSIA) is a new, regional environmental performance organization comprised of 12 oil sands producers that collectively account for over 80% of oil sands production. Working individually and using existing collaborations, oil sands companies have been significantly advancing environmental performance. However, COSIA has been created to *accelerate* the pace of environmental performance improvements in the oil sands through collaborative action and innovation. COSIA will set goals in each of four Environmental Priority Areas (EPAs), **Tailings, Land, Water, and Greenhouse Gas Emissions**, and will report publically on progress towards the goals.

COSIA is designed to create a greater focus on environmental performance by combining elements of existing industry research and innovation organizations, and by removing barriers to collaboration such as intellectual property, human resources and funding barriers that would otherwise impede improvements in environmental performance. More information is available at COSIA.ca.

Our Vision

Our Vision is to enable responsible and sustainable growth of Canada's Oil Sands while delivering accelerated improvement in environmental performance through collaborative action and innovation.

The Position

The Secretary role is a full time position based in Calgary, Alberta and will report to the COSIA Director of Operations.

The position offers the ideal candidate an opportunity to:

- Interact with senior leaders of the oil sands industry (e.g. the COSIA Shareholder Steering Committee, a COSIA VP-level strategic advisory and governance body)
- Play a critical role in the coordination of COSIA's EPAs through strong leadership & communication;
- Foster operational efficiency and consistency across EPAs;
- Take a can-do approach to assigned activities, take on new projects, prioritize activities, and succeed in a fast pace and changing environment.

Key Responsibilities

The Secretary will have the following responsibilities:

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- Act as Secretariat to the Shareholder Steering Committee (SSC) responsible for preparation of meeting agendas, compilation of pre-read material; recording votes, writing and archiving meeting summaries and a decision and action log; maintaining a list of forward agenda items
- Support the COSIA Board of Directors by preparing agendas, recording votes and preparing meeting summaries.
- Take a lead role in the coordination and integration of cross-EPA activities by supporting the EPA Integration Committee. Set the strategic agenda of the Committee and assists members in developing tools and processes that will result in a coordinated body of cross-EPA activity. Take on action items and projects where necessary and manage them to conclusion.
- Act as Secretariat to SSC Subcommittees including the ad hoc Goals Subcommittee, the SSC Monitoring Subcommittee, the SSC Reputation Subcommittee, the SSC Strategy Subcommittee and the SSC Governance Subcommittee. responsible for preparation of meeting agendas, compilation of pre-read material; writing and archiving meeting summaries and a decision and action log; maintaining a list of forward agenda items
- Maintenance of the company's document management site with respect to SSC documentation and users.
- Maintaining the Corporate Record book including the SSC and Director registries
- Assists in the implementation of the competition compliance program for SSC Members, SSC alternates and respective EAs
- Manage and lead special projects as determined by the COSIA Director of Operations and the Chief Executive.
- Other responsibilities that may arise in support of COSIA integration and coordination.

The Individual

The individual must have

- a very high attention to detail;
- a demonstrated ability to deliver polished, thorough work products;
- excellent communication skills;
- highly tuned skills for listening, drawing out conclusions during active and dynamic dialogue; and
- process and procedural thinking;
- the ability to manage multi-company interactions;
- an understanding of the implications of handling confidential information and intellectual property;
- outstanding interpersonal and leadership skills;
- demonstrated integration skills for bringing together different, individual, and, at times, competing ideas to meet long-term goals.

The ideal candidate will possess the following education, work experience and personal attributes:

- Ability to work in Canada;
- A university degree or college certificate in a relevant discipline that demonstrates communication competence, or eight years of demonstrated experience equivalence,
- Eight years of pertinent experience. Governance, Strategic planning and business management strongly desired;

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- A demonstrated ability to work with multiple parties and stakeholders to develop and implement projects and initiatives with successful outcomes;
- Excellent oral and written communication skills;
- Demonstrated and excellent planning, organizational and management skills;
- Ability to engage and coordinate member company contributors;
- Demonstrated leadership skills through influence.

Compensation and benefits will be commensurate with experience and industry standards. Please apply by Oct 30 2014 to info@cosia.ca

This position will remain open until a suitable candidate is found

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