



JOB DESCRIPTION

JOB DETAILS

Job Title: Board Secretary

Job ID: Band308

Classification: Group C

Classification Date:
(MM/DD/YYYY)

Branch: Pension Board Secretariat

Unit: BRD-Pension Board Secretariat

Reports to: Director, Board Operations

Security Screening: Yes

Union/Excluded: Excluded

BRANCH DESCRIPTION

Pension Board Secretariat (Secretariat) provides executive, management and operational support services to three separate Boards of Trustees (Board(s)), namely: College Pension Board of Trustees, Public Service Pension Board of Trustees and Teachers' Pension Board of Trustees. The Boards employ an Executive Director and Executive Officer who provide executive services to the Boards. The Executive Director supervises and oversees the Secretariat and its staff who are employees of Pension Corporation.

JOB SUMMARY

Reporting to the Director, Board Operations, the Board Secretary is appointed by the board to support the integrity of the board's governance framework, efficient administration of the board's day-to-day operations, and compliance with the board's governance documents, policies and applicable legislation. The Board Secretary is also responsible to support the Director, Board Operations in ensuring the integrity of board and secretariat operations.

The Board Secretary is responsible for meeting management including agenda development, materials and record keeping; ensuring board members have all necessary resources to fully prepare for, attend, discuss issues and make informed decisions at meetings; advising board members on the application of legal, fiduciary, governance and policy responsibilities; and communicating, following up on, and overseeing the implementation of board decisions and directions.

The Board Secretary serves as the Appeals Registrar to the board.

JOB RESPONSIBILITIES

Leadership

- Works with the Director, Board Operations in the delivery of secretariat services to the board(s) of trustees including development of board policies, provision of board governance expertise and compliance, trustee orientation and education, and board and committee meeting management and support.
- Provides advice and guidance to the trustees on matters relating to fiduciary duties, application of board policies, board and committee processes, and other aspects of trustee roles and duties.
- Monitors compliance with governance requirements prescribed by the board's governance and operational policies, the joint trust agreement provisions, pension plan rules, Pension Benefits Standards Act and other relevant legislation, and industry guidelines.
- Contributes to the identification, implementation and management of quality standards for board materials and processes to meet governance and regulatory requirements and service level agreements.
- Establishes and maintains effective, collaborative and constructive relationships with trustees, agents, service providers, Plan Partners and other stakeholders to ensure delivery of service and programs consistent with board needs and decisions.
- Communicates, as appropriate, on behalf of the board, with Pension Corporation, BCI and others to ensure the implementation of information requests, board decisions and direction. Facilitates communication to and from the boards.
- Contribute to development, implementation and monitoring of the secretariat's strategic business plan.

Board Support and Advisory Services

- Attends board and committee meetings.
- Report out to the Board on items in the purview of the Board Secretary, including governance matters.
- Manages board and committee meeting planning, processes, and preparation and distribution of meeting agendas and materials. This includes critical review of briefing material, board policy development, and meeting minutes for quality, accuracy and comprehensiveness.
- Develops and propose solutions to complex governance-related problems, which may have long-term impact on board governance, including the provision of recommendations to the board on current and evolving board governance requirements and practices. This includes research, writing and presenting briefing material and incorporating board decisions into the board's governance system and processes.
- Responsible to support the Board's Executive Advisory Team with board strategic and risk management projects.
- Facilitates coordination of the board or committee's RFP process, and the contract development and review process.

- Manages the Appeals Registrar function and administers the appeals process in accordance with the Joint Trust Agreement and board policies; including assessment of claims for qualification, verification of information for accuracy and completeness, preparation of Appeal Report for board adjudication, communication of board decisions and reasoning to appellants, and providing direction and guidance to Pension Corporation on administrative and policy actions and requirements arising from board appeal decisions.
- Working with the Director, Board Operations, manages requests for board and Secretariat records under the Freedom of Information and Protection of Privacy Act, including application of the Act to determine whether a record can be withheld or released, and responding within legislated timelines.
- May be required to liaise with the Office of the Ombudsperson on investigations and complaints.

Operations Supports

- Provides effective leadership amongst the team, contributing to a positive culture of high performance and collaboration, in support of the board's strategic goals and operational requirements.
- Provides input to the development, implementation and evaluation of performance standards, service levels and operating principles of the secretariat.
- Supports the Director, Board Operations with management of the Secretariat's information governance program including development, recommendation and implementation of policies and procedures, ensuring compliance with the board and secretariat information management program including classification, scheduling, storage and disposition. This includes ensuring that the board's official record of meeting minutes and decisions are properly documented and safeguarded.
- Drafts responses to board enquiries and requests received from stakeholders, including conducting research required to formulate a reply, and drafting board correspondence resulting from board and committee business.
- Work with the Director, Board Operations in the development of the board and secretariat budgets.
- Exercises board-approved spending authority, as required.
- Instructs and monitors professional service providers to the boards including legal, actuarial, audit, insurance and other consulting services.

Key Relationships

- Board and Committees
- Trustees
- Plan Partners
- Municipal Secretariat and Pension Board Secretariat staff
- Board Executive Advisory Team
- Client Relations staff BCI
- VPs, Directors and Assistant Directors Pension Corporation
- Senior staff and other key contacts at the board's other service providers

EDUCATION

Degree/Diploma Obtained

Program of Study

- A bachelor's degree in a related discipline (Law, Commerce, Business Administration, Public Administration, Arts) or an equivalent combination of education, training, and experience may be considered.

EXPERIENCE

Years of Experience

Type of Experience

- A minimum of 3 years' experience working in a corporate governance environment, including supporting the roles, responsibilities and procedures of a board of trustees/directors.
- Experience in policy development, analysis and interpretation of legislation, regulations, contracts and policy.
- Leadership experience, managing change and influencing others, including senior executives.
- Experience researching, writing and presenting a variety of materials.
- Experience in pension administration and/or legal practice preferred.

KNOWLEDGE, SKILLS & ABILITIES

General working knowledge of:

- Public sector pension plans and pension administration,
- Pension plan regulation, e.g. Income Tax Act and Pension Benefits Standards Act,
- Investment and economic concepts, and
- Actuarial and financial concepts, with strong knowledge in at least one of these areas, coupled with a willingness to enhance knowledge in these areas over time.
- Knowledge of leadership, management and corporate governance theory and practice;
- Demonstrated ability to work calmly under pressure while exercising tact, diplomacy and good judgment;
- Excellent organizational and project management skills and attention to detail;
- Excellent communication (verbal, written and presentation) and interpersonal skills;
- Exercises good judgment and discretion, demonstrating flexibility and composure in a fast-paced environment;
- Ability to work independently and as part of a team;
- Ability to manage multiple reporting relationships;
- Ability to establish and maintain effective working relationships with a variety of individuals and groups; and
- Proficient with the Microsoft Office suite of products (Word, PowerPoint, Excel etc.).

CORE COMPETENCIES

Enabling & Inspiring L2 - Leading Others

Motivating, supporting and enabling others to succeed.

- Encourages and values others' input.
 - Enables others to demonstrate their competence and capability.
 - Coaches and supports others to realize their full potential.
 - Empowers others to take initiative and try new approaches.
 - Diffuses workplace tension or conflict to enable a productive workplace.
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Leadership Courage L3 - Leading Others

Saying and doing the right thing despite potential risk.

- Acts with the courage of his/her convictions without guarantee of success or reward.
 - Recognizes competing viewpoints/interests and seeks common understanding and/or solutions.
 - Reassesses position in the face of justified resistance.
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Insight & Impact L3 - Leading Others

Understanding self and others in order to be a positive influence as a leader.

- Considers competing interests to address key concerns and to achieve desirable outcomes.
 - Demonstrates self-assurance/confidence in own core beliefs and values while maintaining connection with others.
 - Manages one's emotions sufficiently to allow for, and invite, different perspectives and opinions
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Navigating Change L3

Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Creates a culture that encourages change, innovation and improvement.
 - Applies change management models, principles and practices.
 - Translates change strategies into specific direction and focus.
 - Adapts existing goals, plans and processes, or develops new ones to respond effectively to the change.
 - Removes barriers to change.
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Embracing Learning L3

Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Ensures that developmental opportunities and resources are available to employees.
 - Ensures adequate time is made available for staff development.
 - Effectively utilizes the strengths and talents of others to achieve business results.
 - Undertakes development opportunities to meet future organizational needs.
 - Role models continuous learning.
 - Identifies high potential individuals and provides them with targeted opportunities for growth.
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Client Orientation L4

Making it easy for our external and internal clients - seeing things through their eyes.

- Determines strategic business direction to best meet clients' evolving needs.
 - Establishes service delivery/business models to meet service standards.
 - Engages with clients and stakeholders in ways that inspire trust and confidence.
 - Strengthens relationships with key stakeholders.
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Accountability L3

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Establishes standards and measures to achieve desired results.
 - Allocates resources and assigns responsibilities to achieve organizational objectives.
 - Supports others in driving behavioural and performance expectations.
 - Entrusts others with responsibility for achieving results.
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Inspiring Trust L4

Inspiring confidence by demonstrating integrity and building credibility.

- Builds an environment that encourages open and honest dialogue.
 - Demonstrates visibility and accessibility to staff throughout the organization.
 - Conveys difficult messages openly and honestly.
 - Inspires trust and confidence in the organization among key stakeholders and the public in general.
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Decision Making L3

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Guides responsible risk taking as part of the decision making process.
- Makes complex operational decisions based on best available information.
- Balances competing priorities in reaching decisions.
- Factors key stakeholder perspectives in making decisions.
- Overcomes obstacles to reach timely decisions.
- Ensures decisions are consistently applied across the organization.

Organizational Focus L3

Aligning work priorities, processes and practices to achieve the strategic direction.

- Demonstrates an understanding of interdependencies across the organization (i.e. systems thinking).
- Responds to emerging trends with initiatives that are aligned with the organization's strategy.
- Translates strategic goals into specific operational initiatives.
- Ensures work unit objectives are aligned with the strategic goals.
- Balances short term needs of the organization and its people with the achievement of longer-term goals and strategies.
- Applies understanding of organizational context in dealing with complex issues.
- Aligns business operations across the organization.