

## **LAW CLERK – FULL TIME PERMANENT**

“BMO’s Subsidiary Governance Office is always looking for new talent. We now have an opening for a Law Clerk. If you are interested in growing your career with a collaborative, engaged and high-performing team that is breaking new ground in the area of Subsidiary Governance, then please contact us.”

### **RESPONSIBILITIES**

- Prepare resolutions for routine matters and documents required for incorporations, extra provincial registrations, general and limited partnerships, amalgamations and dissolutions
- Review government filings for registrations and annual maintenance such as articles, notices of change, annual returns, business name registrations and extra-provincial filings
- Initiate the organization of and manage files relating to transactions and other corporate matters
- Attend meetings of the Boards of Directors and Board Committees
- Prepare draft agendas and update rolling agendas
- Review meeting material uploaded on the Board Portal and review notifications to directors committee members and meeting invitees and recommend for final approval by the Manager
- Prepare skeleton speaking notes, skeleton minutes and draft minutes (when requested)
- Mentor Junior Law Clerks by providing coaching, guidance and training
- Research, prepare and recommend revisions to precedents and technical procedure checklists
- Perform due diligence on minute books identifying and remediating deficiencies
- Track dates that filings and other actions relating to regulatory requirements in support of the Subsidiary Governance Office’s attestation process regarding regulatory compliance
- Respond to requests for corporate information and records from lines of business, compliance officers, internal or external auditors and regulatory examiners
- Cross-train and learn other responsibilities within the team and provide assistance
- Research regulatory requirements and identify and follow-up on compliance issues
- Give presentations to the Subsidiary Governance Office and the Legal, Corporate & Compliance Group

### **KNOWLEDGE AND SKILLS**

#### **a) Knowledge:**

- Law Degree (Canada or foreign) or a College Law Clerk Certificate plus five years relevant experience in a corporate law practice within a law firm, financial institution, or a company listed on a major stock exchange
- Must be eligible for membership in the Institute of Law Clerks of Ontario
- Working and practical knowledge of laws/legislation relevant to corporate practice, including Business Corporations Act (Ontario), and the Canada Business Corporations Act
- Working and practical knowledge of legal procedures and practices involved in preparing, processing, and filing a variety of legal documents

#### **b) Skills:**

- Proficient with computers including: advanced MS Office, internet, corporate databases (GEMS or similar), Diligent Board Portal (or similar) and other relevant software programs
- Verbal and written communication skills with ability to communicate clearly using discretion, tact and courtesy
- Legal research and interpretation skills to identify and understand relevant regulatory requirements and in particular, the relevant legislation
- Accuracy, attention to detail, proof-reading and editing skills
- Ability to review the work of others tactfully and with diligence. Willingness to have others review their work
- Skills to prioritize and organize work and manage multiple tasks and ensure deadlines are met
- Handle and protect confidential material and exercise discretion when dealing with sensitive matters