



Position Title: Assistant Corporate Secretary and Senior Governance Manager

Company: The Co-operators Group Limited

Location: Guelph, Ontario, Canada

Application Deadline: Monday, January 20, 2020

Position Overview:

As the **Assistant Corporate Secretary and Senior Governance Manager** you will contribute to organizational governance excellence and effectiveness. You will provide leadership and management support to the development and implementation of governance best practices and will play a key role in effective Board, Board Committee, and Management reporting, meetings and corporate record-keeping.

The Governance team provides strategic leadership on corporate and co-operative governance to the board of directors and senior management to uphold the integrity of our governance framework. Our knowledgeable team collaborates with key stakeholders to ensure roles are understood, respected and maintained in appropriate balance. We strive for best in class governance to enhance organizational performance to ensure the long-term success of The Co-operators.

What you're responsible for:

- Preparing and planning materials such as annual work plans, formal notices, meeting minutes, agendas and reports, executing associated duties and monitoring and reporting of action and follow-up items.
- Maintaining formal records and documents pertaining to the organization's governance function and providing oversight to related content on the board portal, intranet and internet.
- Providing governance leadership, counsel and advice to key stakeholders by researching and benchmarking best practices and managing the development of recommendations.
- Pursuing innovation, identifying and implementing process and productivity improvements, and performing special projects to drive future success.
- Leading the development of the Board of Directors' budget for approval, including monitoring, analyzing and reporting budget activities and establishing mutually beneficial contracts and relations with key external business partners and suppliers.

What to expect:

- You will travel frequently.
- Extended work hours, including evenings and weekends, may be required.

**To be successful:**

- You have an innovative mindset to improve operational efficiencies and ability to influence change, with a primary focus on client needs.
- You use critical thinking skills to recognize assumptions, evaluate arguments, draw conclusions and proactively propose solutions.
- You have strong communication skills to clearly convey messages and explore diverse points of view.
- You build trusting relationships and provide guidance to support the development of colleagues.

To join our team:

- You have seven years of experience in corporate and co-operative governance as an Assistant Corporate Secretary or Corporate Secretary within the insurance, co-operative or credit union sector.
- You have post-secondary degree in Business, Law or a related discipline.
- Having or working towards the Governance Professionals of Canada (GPC.D), Master of Management: Co-operatives and Credit Unions (MMCCU), Chartered Insurance Professional (CIP) designations or a related designation is an asset.

About The Co-operators:

The Co-operators Group Limited is a Canadian co-operative with more than \$47.6 billion in assets under administration. Through its group of companies, it offers home, auto, life, group, travel, commercial and farm insurance, as well as investment products. The Co-operators is well known for its community involvement and its commitment to sustainability. The Co-operators is ranked as the Corporate Knights' #1 Best 50 Corporate Citizen in Canada and listed among the Best Employers in Canada by Kincentric (formerly Aon Hewitt.) For more information, visit www.cooperators.ca.

Contact Details:

Please send applications to Carmel Bellamy, AVP, Governance and Corporate Secretary at carmel_bellamy@cooperators.ca