



With annual revenues of \$2.1 billion and representing approximately 3,700 Ontario dairy farm businesses, Dairy Farmers of Ontario (DFO) is the province's largest agricultural marketing organization. In its production, transportation and marketing roles, this non-profit organization is an essential partner in the Canadian dairy industry.

## Corporate Law Clerk

Reporting to the General Counsel and Corporate Secretary, the Corporate Law Clerk will provide administrative support to the General Counsel and Corporate Secretary, and Chair of the Board. These responsibilities will include: document preparation and distribution, records management and assist with the Board Secretariat responsibilities. In addition, this role will conduct preliminary research and preparation of legal documentation.

The successful candidate will have a solid understanding of corporate governance and strong business acumen dealing with confidential and sensitive matters. The individual will be organized, able to multitask, work independently, adapt to competing priorities under tight timelines, and demonstrate good judgement.

The following qualifications are required:

- Legal Assistant diploma or equivalent;
- 3+ years related experience working with and supporting executives and a Board of Directors;
- Strong governance knowledge of board structures, by-laws and meeting processes (agendas, taking and drafting meeting minutes, motions, decision memos, resolutions, etc.);
- Experience in a regulated work environment is an asset;
- Proficiency in Microsoft Office and SharePoint;
- Strong verbal and written communication skills;
- Strong drafting skills;
- Agriculture knowledge is an asset; and
- Fluency in French would be an asset.

Overview of the job responsibilities:

- Participate in monthly board meetings: prepare (first draft of agenda, and collect, assemble and distribute materials), attend and take minutes of the meeting and draft decision memos;
- Assist with follow up on board meeting activities; completing lobbyist reporting requirements and sending timely filings with regulatory bodies;
- Coordinate board meeting dates, board related meetings and necessary logistic requirements;
- Administer annual Board member election process to ensure compliance with regulations;
- Assist drafting legal agreements, contest rules, non-disclosure agreements, etc.,
- Prepare material for hearings and tribunals;
- Research, proof and format legal documents, papers, correspondence and presentations;
- Participate in the scheduled development of the Annual Report; gather and collate submissions and information from contributors;
- Attend and take minutes at the Annual General Meeting;
- Attend, take minutes and draft reports from meetings and conferences throughout the year; and
- Maintain Director and Chair's calendar.

This is a full-time permanent position at DFO's Head Office in Mississauga. DFO offers a competitive salary, an attractive benefits package, good work/life balance and opportunities for professional development.

Dairy Farmers of Ontario maintains an accommodation policy and will provide accommodation to job applicants with disabilities during the hiring process. Please contact us should you require an accommodation.

Please submit a cover letter and resume ASAP - September 14, 2018 at the latest to:

Human Resources Department  
Dairy Farmers of Ontario  
6780 Campobello Road  
Mississauga, ON L5N 2L8

E-mail: [human\\_resources@milk.org](mailto:human_resources@milk.org)