

Position Profile

Corporate Secretary-Executive Assistant (CSEA)

Reporting to: Chair of the Board (Chair) and CEO & Ombudsman (CEO)

Job Summary

Reporting to the Chair and the CEO, the CSEA is responsible for the following: OLHI Board, Board Committee and Annual General Meeting requirements, including logistics, preparation, attendance and follow up for all meetings; Creation and maintenance of corporate documents and records, including Meeting Minutes; Acting as the general liaison between Board members, Board Chair and Management; Providing expertise and advice on matters of corporate governance, including on going research to maintain “best practices” in corporate governance; and Development and maintenance of Corporate Policies and Procedures, under direction of the CEO and in coordination with management.

Reporting to the CEO, the CSEA provides administrative support to the CEO including planning, prioritizing, and managing the administrative tasks of the office of the CEO, undertaking written and verbal communications, sorting correspondence, interacting with stakeholders, internal and external parties, planning and maintaining the CEO’s schedule and coordinating activities and events.

Job Duties

- Manage all board and committee meetings, and Annual General Meeting (AGM) logistics, including venue and catering requirements; drafting meeting agendas and notices; coordinating, compiling, and distributing board/committee materials; drafting and circulating meeting minutes, corporate resolutions and meeting action items
- Attend board, committee, and AGM meetings, recording minutes and resolutions, highlighting board and committee decisions and/or information items, actions and directives
- Report on outstanding agenda/actions items, ensuring information is provided to the board/committee members in a timely manner
- Prepare all correspondence for the board/committees, including responses to enquiries directed to the board/committees
- Maintain key corporate documents and records, including corporate Minute Book
- Support the board Chair in performing his/her role, including the provision of appropriate briefing materials and speaking notes for meetings
- Advise on matters of corporate governance, conducting ongoing and directed research to maintain “best practices” in corporate governance
- Develop and maintain OLHI’s Corporate Policies and Procedures, under the direction of the CEO and in coordination with management
- Draft, revise and finalize the OLHI Annual report, under the direction of the CEO and management
- Other duties incidental to the role and as required by the Chair and/or CEO from time to time

Requirements and Core Competencies

- Minimum 5 years experience in a Corporate Secretary role, or a similar role as deemed appropriate by the Chair and the CEO
- Recent and relevant experience with Corporate Governance matters and issues
- Excellent English language writing and verbal communication skills. Proficiency in French would be an asset.
- Strong attention to detail and high degree of accuracy
- High level of integrity, confidentiality and accountability
- Strong technology / computer skills with an advanced understanding of Microsoft and Google suites, case management systems and website management support tools
- Proactive, planning and execution skills
- Experience within the insurance or financial industry and / or established relationships with Canadian financial media is highly preferred
- Experience within a multi-stakeholder environment is preferred

Working conditions

Located in OLHI's Toronto office

- Full time position
- Occasional travel within Canada
- Overtime as required