

**Position Title:** Corporate Secretary

**Company:** Exchange Bank of Canada

**Location:** Toronto, Ontario

**Application Deadline:** 60 days from date of posted

**Position Overview:** Corporate Secretary's duties include ensuring the integrity of the governance framework, being responsible for the efficient administration of a public company and a bank, ensuring compliance with statutory and regulatory requirements and implementing decisions made by the Board of Directors.

**Key Accountabilities:**

- Act as primary liaison to the Board Chair, Committee Chairs, and Executive Leadership Team regarding governance issues, meeting agenda preparation, Board paper preparation, cyclical agenda maintenance, and key communications between the Executive Leadership Team and the Board
- Oversee development of the annual calendar of quarterly Board and Committee meetings, continuing education sessions, annual Board retreat, ad hoc meetings, Annual General meeting, and special events
- Manage the Board paper process and quality to ensure the Board is provided with high quality, and easy to understand Board papers; provide guidance to Executive Leadership Team authors and their designates, and act as the final editor to ensure quality control, consistency, timeliness; oversee coordination of production and distribution to key stakeholders
- Attend all Board, Board Committee and Member meetings and record minutes, highlighting decisions, actions and directives; ensure minutes capture the essence of deliberations, decisions and next steps, and are approved and distributed in a timely manner
- Manage the follow-up of actions arising from the Board and Board Committee meetings; take action to facilitate the timely continuation of Board business at intervals between Board meetings, Committee meetings, and annual retreats
- Acts as lead administrator of the Board Portal with responsibility for managing electronic board records.
- Deal with matters related to the issue and transmission of shares, preparing and filing reports and information required by governments and other agencies and complying with regulatory requirements as needed.

**Qualifications:**

- Minimum of 7-10 years of experience in a similar role, with acquired corporate governance experience, for example, working in a legal, paralegal, and/or corporate secretarial role
- Public company experience
- OSFI regulatory experience

- Post-secondary degree/diploma

**Knowledge, Skills and Abilities:**

- Strong executive presence and confidence working in a multi-disciplinary, complex environment
- Ability to provide impartial advice, make decisions and interact with stakeholders with tact, judgement, discretion and confidence
- Excellent oral and written communication skills with the ability to convert complexity to actionable results in a clear and succinct manner
- Ability to work efficiently and effectively to meet challenging deadlines
- Exceptional organizational skills with a strong attention to detail
- Proficiency with various computer software programs in Outlook, Word, Excel, and PowerPoint
- Discretion with confidential information
- Experience in the same or similar roles is essential

**Contact Detail:**

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