

## ***Manager, Governance and Assistant Secretary***

***Being part of Air Canada is to become part of an iconic Canadian symbol, recently ranked the Best Airline in North America. Let your career take flight by joining our diverse and vibrant team at the leading edge of passenger aviation.***

The Manager, Governance and Assistant Secretary will be reporting to the Corporate Secretary, and will be responsible for overseeing the management and administration of the shareholder relations function and for providing advice and assistance to the Corporate Secretary and the Board of Directors with respect to governance matters.

- Oversee the management and administration of the shareholder relations function and the relationship with the Company's transfer agent including providing direction to the Shareholder Relations Manager.
- Maintain oversight of the responsibilities and work of the Shareholder Relations Manager including the filing of reports, forms and corporate documents with stock exchanges and securities regulatory authorities.
- Oversee the organization of the annual shareholder meeting and any special meeting including the development of voting websites, and the preparation of the management proxy circulars (excluding the executive compensation section), proxy forms and related documents.
- Regularly review the governance practices of the Company, monitor regulatory changes and best practices, and make recommendations to the Corporate Secretary.
- Conduct research and prepare memorandums on governance and other matters at the request of the Corporate Secretary for submission to the Board of Directors and the Board Committees.
- Maintain a depository of all Board and Committee policies (director diversity, majority voting, shareholder engagement, etc.) and charters, and recommend amendments based on regulatory changes and best practices.
- Maintain a depository of documents for the directors' orientation and continuing education programs and update as required.
- Manage special projects as required by the Corporate Secretary including the redesign of the Corporate Governance section of the Company's website.
- In the Corporate Secretary's absence, review and sign certificates and affix the corporate seal to agreements and other written instruments in the capacity as Assistant Secretary in accordance with Board resolutions and the delegated authorities of the Company.
- Monitor proposed and new corporate and securities law rules and guidance pertaining to areas of responsibility to ensure compliance and to apprise the Corporate Secretary of any developments.
- Monitor third party service standards to ensure consistency with corporate culture and practice in connection with the shareholder relations' function.

## Qualifications

- Bachelor degree or College degree completed in relevant fields.
- 5 to 7 years of experience in shareholder relations or a legal department or law firm dealing with securities or corporate matters.
- Strong organizational skills, excellent time management skills and an ability to shift priorities on an ad hoc basis.
- High personal standards, discretion in handling sensitive and confidential information.
- Excellent communication skills, both verbal and written.
- Strong project management skills.
- Solid work ethics, high degree of integrity and dedication.
- Dedication to follow through on commitments, and openness and honesty in communications.
- Strong partnering and leadership skills with both external and internal customers.

## LINGUISTIC REQUIREMENTS

Based on equal qualifications, preference will be given to bilingual candidates.

At Air Canada, we want to fly higher when it comes to employment equity. We, therefore, encourage applications from Aboriginal peoples, women, members of a visible minority and persons with a disability.

**Air Canada thanks all candidates for their interest; however only those selected to continue in the process will be contacted.**

Contact Details: <https://www.aircanada.com/ca/en/aco/home/about/careers.html>