

## Job Description

### **Part-Time Corporate Secretary**

**Reporting to:** Executive Director

#### **Job Summary**

Reporting to the Chair of the Board and the Executive Director, the Corporate Secretary 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 Executive Director and in coordination with management.

#### **Job Duties:**

- Manage all board, committee, 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/action 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 Executive Director and in coordination with management
- Other duties incidental to the role and as required by the Executive Director and/or Chair 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 Board Chair and the Executive Director
- Recent and relevant experience with Corporate Governance matters and issues
- The ability to communicate verbally and in writing at a professional level
- Strong attention to detail and a high degree of accuracy
- High level of integrity, confidentiality and accountability
- Strong computer skills with an advanced understanding of Word, Excel, case management systems and website management support tools
- 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

- Part time position located in OLHI's Toronto office
- Occasional travel within Canada
- Overtime as required

## About the OmbudService for Life & Health Insurance (OLHI)

We are a national independent complaint resolution and information service for consumers of Canadian life and health insurance products and services, including life, disability, employee health benefits, travel, and insurance investment products such as annuities and segregated funds. Established in 2002 as a Not for Profit corporation, OLHI operated under the name "Canadian Life and Health Insurance OmbudService" until August 17, 2009.

Our stakeholders include financial services regulators, life and health insurers, consumers, and members of FSON, the Financial Services OmbudsNetwork, a Canada wide dispute resolution organization supported by Canada's financial services regulators and financial services firms.

## Application Process

Qualified parties are asked to indicate their interest by submitting a CV detailing their professional qualifications and experience, as well as two samples of recent written work (English and French), to [careers@olhi.ca](mailto:careers@olhi.ca).

Please note that only selected candidates will be contacted.