



## **Senior Manager, Corporate Governance & Reporting, The Co-operators Group Limited**

**Position Location: 130 Macdonell Street, Guelph, Ontario**

Discover a better place to grow your career; a place that's caring, engaging and rewarding. We're proud of our diverse culture of trust and respect. It's a culture guided by solid leadership and collaboration from every member of our organization. With so many opportunities to choose from, you'll see why The Co-operators is the better place for you.

**We are one of Canada's Top 50 Employers...  
Are you ready to work for a better company?**

### **The Opportunity**

The Co-operators is seeking a Senior Manager, Corporate Governance and Reporting. This role contributes to governance excellence and effectiveness. The role provides leadership and management support to the development, planning and implementation of governance policies, processes and best practices and ensures effective Board/Committee/Management communication and relations. Research, reporting and disclosure are also key responsibilities.

### **Your Qualifications**

- Completion of post-secondary education in Business, Communication or related field
- Minimum 7 years corporate/cooperative governance work experience
- Chartered Secretary designation (ACIS or FCIS), Administrator (P. ADM) and MMCCU strongly preferred
- Strong project management and interpersonal skills
- Strong oral and written communication skills.
- Bilingual French an asset

### **The Reward**

- A full time position with one the 50 Best Employers In Canada
- Opportunity for career development including education opportunities, continuous training and career planning
- Flexible schedules to manage work/life commitments including personal days off
- Commitment to staff wellness including a comprehensive employee assistance program
- A generous compensation package including a competitive salary, a pension and benefits program ranked in the Top 30 in Canada, share purchase and employee incentive programs and paid vacation
- Opportunity to give back to your community through a directed donations program and paid volunteer days

### **About The Co-operators**

The Co-operators Group Limited is a Canadian-owned co-operative with more than \$40 billion in assets under administration. Through its group of companies it offers home, auto, life, group, travel, commercial and farm insurance, as well as investment products. The Co-operators is well known for its community involvement and its commitment to sustainability. The Co-operators is listed among the 50 Best Employers in Canada by Aon Hewitt; Corporate Knights' Best 50 Corporate Citizens in Canada; and the Top 50 Socially Responsible Corporations in Canada by Sustainalytics and Maclean's magazine. For more information visit [www.cooperators.ca](http://www.cooperators.ca).

**Roles and responsibilities:**

**REPORTING AND DISCLOSURE** Lead the development and production of The Co-operators annual Governance Report. Subject matter expert for governance related content for public facing company reports and disclosures including the CGL, CGIC and Sustainability annual reports and CGIC Annual Information Form.

**GOVERNANCE ACCOUNTABILITIES** Plan and lead delivery of the governance related accountabilities and responsibilities to The Co-operators membership for the Annual General and Region Committee meetings. This includes agenda, report and presentation planning and development.

**CLIENT SERVICE** Provide management co-ordination and support to the planning and execution of the duties of the Office of the Corporate Secretary to ensure effective Board/Committee governance processes and Board/Committee/Management communication and relations. This includes specific responsibility for the Board Corporate Governance & Conduct Review Committee, including agenda and material creation, monitoring and reporting of action and follow-up items and preparation of minutes.

**RESEARCH** Perform research on current and emerging governance policies, practices, programs, processes and trends to lead the development of recommendations to position the organization as a leader in corporate and co-operative governance practices.

**PLANS AND BUDGETS** Lead the development of the Board of Directors and Governance budgets for senior management/Board approval. Monitor, analyze and report budget activity throughout the year.

**LEADERSHIP** Provide leadership, counsel and advice to staff in area of responsibility, cross-functional teams and external resources.

**OTHER**

Corporate Records - maintain formal records and documents pertaining to The Co-operators governance policies and practices, including the Board of Directors Policy Monograph, Board Committee Reference Guides and governance content on cooperators.ca, the Source, Board Portal and Member website.

Special Projects - provide project management support to special project activity and key initiatives within area of responsibility.

**Supervisory Responsibilities:**

Direct Reports: 1 Indirect Reports: 3

**Working Conditions:**

Regular Office Environment

**Location:**

130 Macdonell Street, Guelph, ON

**Responsible to:** Carmel Bellamy, Associate Secretary and Senior Director, Corporate Governance  
The Co-operators Group Limited

**For more information contact:** Carmel Bellamy, 519-824-4400 EXT: 302560

**Applications Received By:** Friday, December 11, 2015

**Apply With Resume/ Cover Letter To:**

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