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## **Sr. Corporate Governance and Reporting Manger**

**Location:** Guelph, ON

**Position Type:** Temporary, Full-Time (12 – 14 month contract position)

**Department:** Governance and Corporate Services

**Closing Date:** 10/06/2020

**Hiring Manager:** Carmel Bellamy

**For More Information Contact:** Carmel Bellamy, [carmel\\_bellamy@cooperators.ca](mailto:carmel_bellamy@cooperators.ca) or visit [The Co-operators Career Opportunities website](#)

## **Position Overview**

The Governance team provides strategic leadership on corporate and co-operative governance to the board of directors and senior management to uphold the integrity of our governance framework. Our knowledgeable team collaborates with key stakeholders to ensure roles are understood, respected and maintained in appropriate balance. We strive for best in class governance to enhance organizational performance to ensure the long-term success of The Co-operators. The Sr Corporate Governance and Reporting Manager 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.

## **What you're responsible for:**

- Lead the development of Governance disclosures in The Co-operators annual reports. Subject matter expert for governance related content for public facing company reports and supplementary disclosures including the CGL and CGIC annual reports and CGIC Annual Information Form.
- 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 annual work plans, formal notices, meeting agenda and material creation, monitoring and reporting of action and follow-up items and preparation of minutes.
- 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.
- 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.
- Provide leadership, counsel and advice to staff in area of responsibility, cross-functional teams and external resources.

- 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.
- Plan and lead delivery of the governance related accountabilities and responsibilities to The Co-operators membership for the Annual General meeting. This includes report and material planning and development.
- Special Projects - pursue innovation, identify and implement process and productivity improvements, and perform special project activity and key initiatives within area of responsibility to drive future success.

### **To be successful:**

- You have an innovative mindset to improve operational efficiencies and ability to influence change, with a primary focus on client needs.
- You use critical thinking skills to recognize assumptions, evaluate arguments, draw conclusions and proactively propose solutions.
- You have strong communication skills to clearly convey messages and explore diverse points of view.
- You build trusting relationships and provide guidance to support the development of colleagues.

### **To join our team:**

- 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) or Master of Management in Co-operatives and Credit Unions (MMCCU) strongly preferred.
- Strong project management and interpersonal skills.

### **What we offer:**

- Training and development opportunities to grow your career with one of Canada's Best Employers.
- Flexible work options to support personal and family needs.
- A holistic approach to your well-being, with physical and mental health programs and a supportive workplace culture.
- Volunteer opportunities to give back to your community.

### **Interested in Applying?**

Visit [The Co-operators Career Opportunities](#) website and Click "Apply Now" to submit your current resume and cover letter.

The Co-operators values a diverse, equitable, and inclusive work environment, and we're committed to meeting the needs of persons with disabilities during the recruitment process. If you require an accommodation, please contact the hiring manager.