

INTERNAL/EXTERNAL PERMANENT OPPORTUNITY



POSITION:	Board Secretary/ Executive Assistant to the General Counsel and Corporate Secretary	SALARY: \$58,936.56 - \$71,937.28 (Management/Exempt Grade 5)
DIVISION:	Legal Services - Governance	FILE#: TCHC#14LSE(E)19
LOCATION:	931 Yonge Street	# OF POSITIONS: 1

Toronto Community Housing is the largest social housing provider in Canada and the second largest in North America. It is home to about 164,000 low and moderate-income tenants in 58,500 households, including seniors, families, singles, refugees, recent immigrants to Canada and people with special needs. Our tenants come from diverse backgrounds. This diversity includes age, education, language, sexual orientation, mental and physical disability, religion, ethnicity and race as well as increasing diversity in lifestyles and values. Our portfolio includes more than 360 high-rise and low-rise apartment buildings throughout the city.

POSITION SUMMARY

The Legal Services- Governance Division is a fast-paced work environment and as such the successful candidate must be extremely organized, able to deal with competing priorities and have excellent communication and time management skills. The Board Secretariat is supported by the Board Secretary as well as the Board Committee Secretary. Reporting to the General Counsel and Corporate Secretary and working with the Assistant Corporate Secretary, your key responsibilities will include providing corporate secretarial support functions for Toronto Community Housing Corporation's Board of Directors and its subsidiaries. In addition, you will provide executive administration support to the General Counsel and Corporate Secretary. You will handle highly confidential and sensitive information concerning the Corporation. You must demonstrate a solid understanding of corporate secretarial and governance practices, and excellent interpersonal skills with the ability to establish excellent working relationships with individuals at all levels.

RESPONSIBILITIES

Corporate Governance

- Provide corporate secretarial support: drafting minutes of meetings, correspondence related to Board meetings, notices of meeting, agendas, work plans, scripts, resolutions, and other related materials in a professional, organized and timely manner with a high level of accuracy and understanding of potential conflicts of interest that may arise.
- Corporate records: responsible for maintaining electronic and paper-based records in an organized and timely manner. Responsible for responding to requests in a timely fashion related to the corporate records for audit purposes, and ensuring the corporate filings related to the Corporation and its subsidiaries are up to date.
- Board meetings: review and assemble electronic and paper-based delivery of meeting materials; tracks meeting attendance of the directors; coordinates the logistics for a meeting including meeting room set-up, AV equipment set-up, stakeholder involvement, and post meeting activities.
- Board calendar: responsible for coordinating and maintaining the annual calendar of Board and Committee meetings and related Board activities.

- Board materials: edits, formats and drafts reports, materials and correspondence. Responsible for the electronic posting of materials for the Board and the public.
- Board portal: ongoing administration of the secure online site developed for Board members to access meeting materials and corporate reference documents.
- Budget: support the General Counsel and Corporate Secretary to maintain the budget set aside for Board functions, including disbursements for remuneration and reasonable expense payments.
- Provides executive support to the Board of Directors including orientation of new Board members.
- Responds to various requests regarding corporate information in a timely fashion.
- Research corporate governance developments and best practices.
- Provides back-up support, as required, to the Board Committee Secretary.
- Other duties and responsibilities not specifically described may be assigned from time to time.

Subsidiary Governance

- Responsible for maintaining corporate structure charts for each subsidiary of Toronto Community Housing Corporation.
- Coordinate meetings of subsidiaries and maintain corporate records.
- Maintain corporate filings up to date.
- Monitor best practices in subsidiary governance.

QUALIFICATIONS

- Minimum of 5 to 10 years of corporate secretarial experience and posses a law clerk certificate or post-secondary degree or diploma in a relevant field of study (legal).
- A designation from Chartered Secretaries Canada is an asset.
- Sophisticated professional with a very good understanding of the legal framework surrounding the corporate secretariat function. Knowledge and experience dealing with corporate governance matters; Board meeting procedures; exposure to general corporate law; and proficient in minute taking.
- Strong organizational and project management skills, with an orientation to detail and ability to maintain a high degree of accuracy.
- Superior communication and interpersonal skills with the ability to work well in a team environment and establish excellent working relationships with individuals at all levels, including the Board of Directors, the executive leadership team, and stakeholders.
- Able to handle sensitive and confidential situations with a high degree of tact, diplomacy, confidentiality and professionalism
- Superior time management and organizational skills, resourceful, effective and efficient at marshalling multiple tasks and action follow up, with ability to deal effectively with competing demands as needed.
- Excellent working knowledge of English grammar, vocabulary, spelling and punctuation.
- Excellent oral and written communication skills including superior drafting skills.
- Excellent customer service skills to respond to enquiries from a variety of internal and external stakeholders and from people of diverse language and cultural backgrounds.
- Proficiency with computerized business applications including word processing, spreadsheet, presentation, and information databases.
- Ability to work independently with minimum supervision, prioritize projects, meet strict deadlines, and take initiative.

Toronto Community Housing is committed to equity in employment. Our goal is a diverse, inclusive workforce that reflects the communities we serve. We strongly encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities and aboriginal persons.

Persons with disabilities who need accommodation in the application process, or those needing job postings in an alternative format, may e-mail a request to:
human.resources@torontohousing.ca.

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.

PLEASE NOTE: Applications sent by email, **MUST ONLY** be sent to human.resources@torontohousing.ca, and **MUST INCLUDE** the job title and job number in the subject line.

Applications must be received by: **March 12, 2014** at:

Human Resources Division
Toronto Community Housing Corporation
931 Yonge Street, 4th Floor
Toronto, Ontario, M4W 2H2
Fax: 416-981-4260

E-mail: Human.Resources@torontohousing.ca

Posting Date: February 26, 2014