

JOB DESCRIPTION

Job Title: Corporate Secretary **Position Number:** 98-07

Incumbent: Vacant **Effective Date:** September 2014

Status: Permanent **Pay Level** _____ **Bargaining Unit:** _____ Yes X No

Supervisor's Title: President & CEO **Department:** Corporate

Subordinate Positions: Records Management Analyst
Administrative Assistant/Receptionist

SUMMARY: (A brief summary describing the purpose of the position.)

This position provides efficient, professional and confidential executive support to Yukon Energy's Board of Directors (Board), the President and CEO (President) and the Sr. Management Team. The incumbent is responsible for assisting and advising on corporate governance and regulatory matters and preparation of board meetings including the drafting of agendas, resolutions, and board material as well as the drafting of board and committee minutes. The position is responsible for all Access to Information and Protection of Privacy (ATIPP) matters on behalf of the corporation and manages the records department. All work shall be carried out and properly documented in accordance with Yukon Energy's policies, guidelines and procedures.

JOB DUTIES

1. Provides confidential secretarial and administrative support to the Chair and the Board including advising on roles and responsibility and all procedural matters and regulatory requirements in relation to Board meetings and Board business affairs.
2. Manages all Board and committee meetings as follows:
 - Plans and determines the agenda of meetings in conjunction with the President;
 - Identifies topics that should be brought to the attention of the board or committee;
 - Takes and drafts all minutes;
 - Arranges all required travel of board members;
 - Prepares relevant materials;
 - Coordinates and assists with the preparation of the Annual Reports; and
 - Prepares Director's resolutions.
3. Ensures that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, submits various reports to the board, undertakes procedural research, maintains membership records, fulfills all requirements of an Officer, and performs other duties as the need arises and/or as defined in the bylaws.

JOB DESCRIPTION

4. Facilitates the orientation of new Directors and assists in Director training and development.
5. Ensures all regulatory and statutory corporate filings and registrations are prepared in the form and at the time required.
6. Ensures compliance with all authorities as required by the organization's by-laws, and relevant government laws and regulations.
7. Uses discretion and maintains confidentiality while handling sensitive information; is adaptable and flexible in responding to a variety of requests and maintains positive working relationships with internal and external stakeholders.
8. Acts as the ATIPP Coordinator and establishes standards for the administration of the Access to Information and Protection of Privacy Act (Act) as well as technical and physical safeguards to ensure confidentiality of records and personal information within the Corporation.
9. Prepares responses regarding ATIPP requests for the approval of the President ensuring they are aware of issues which may have political, legal and financial ramifications for the Corporation and ensures ATIPP requests are handled in a confidential manner and that time frames are met.
10. Develops policies and procedures relating to the application and use of the Act and promotes information and privacy guidelines and procedures across the Corporation.
11. Assists in the preparation of General Rate Applications, by, among other things, compiling and maintaining binders/submissions of all exhibits/documents distributed during hearings.
12. Provides confidential secretarial and administrative support to the President including managing the President's calendar to provide balance between accessibility and other work demands, schedules appointments, coordinates travel arrangements, prepares correspondence and reports, researches and broad range of matters, and reviews documents for President's signature for content, structure, format, grammar and attachments.
13. Ensures that the records management system and retention and disposal schedules meet administrative, legal and financial requirements.
14. Supervises and supports the Records Analyst and Administrative Assistant/Receptionist staff on matters related to the scheduling, assignment and management of work to ensure accurate and timely performance.
15. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.
16. Other related duties.

JOB DESCRIPTION

WORKING CONDITIONS: (Describe any adverse working conditions)
--

Works primarily in a normal office environment with minimal exposure to physical injury or adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES: (Describe the required skills, licenses, certificates, etc.)

- University degree or successful completion of paralegal education at a community college with several years related experience as a corporate secretary and/or paralegal or legal assistant in a corporate secretary's department, law firm or in-house legal environment.
- Experience attending Board and/or Board Committee meetings with excellent minute taking skills.
- Demonstrated business professionalism, respect for confidentiality and appropriate handling of sensitive information.
- Excellent written and verbal communication skills, including ability to exercise tact, diplomacy and discretion.
- Ability to multitask and manage concurrent deadlines or competing priorities.
- Demonstrated ability to take initiative and work effectively with minimal supervision.
- Strong organizational skills with excellent attention to detail.
- Knowledge of and/or experience working with the Yukon Access to Information and Protection of Privacy Act.
- Understanding of the principals and procedures guiding access to information and privacy.
- Understanding of the principals and procedures guiding records management and retention.
- Advanced skills in MS Office: Word, Outlook, PowerPoint, Excel and SharePoint.
- Demonstrated supervisory and mentoring skills.
- Notary Public or ability to obtain same within 6 months.

Incumbent

Supervisor

President

Date