



EDMONTON CATHOLIC SCHOOLS

*is now accepting applications for the position of*  
**Corporate Secretary**

The job is responsible for the management of the office of the Board of Trustees and collaborates with the Administrative Assistant in the delivery of a range of services. The incumbent reports to the Chief Superintendent and works closely with the Board Chairperson. The job attends all board meetings, prepares agendas, records minutes and schedules meeting in accordance with the Education Act, the Organizational Bylaw of Edmonton Catholic Schools and the Board Governance Model.

The job acts as parliamentarian, coordinates activities relating to elections, signs the official minute book and is the Board Office signing authority. The work is performed with a high degree of confidentiality and has Division-wide impact.

### **Job Responsibilities**

- Act as parliamentarian
- Give notices required by the Education Act and the Organizational Bylaw of all meetings
- Attend all board meetings
- Prepare and maintain minutes, in compliance with the Education Act and parliamentary procedure of all regular and special Board governance meetings, in-camera, organizational and board/employee group executive meetings
- Maintain record of potential agenda items for in-camera, conference, regular meetings, and meeting with representatives of four employee groups
- Prepare annual meetings schedule in collaboration with chief superintendent and board chairperson and communicate to appropriate department heads accordingly
- Work with the Board Chairperson and Chief Superintendent to set agendas in accordance with the provisions of Education Act, Organizational Bylaw and Governance Model
- Maintain and sign the official minutes for the regular, special, and organizational meetings
- Follow up Board and chief superintendent action requests and assignments resulting from meetings
- Provide advice to board chairperson regarding procedures, (i.e., conflict of interest, passing laws) and protocols
- Provide advice and assistance to superintendents regarding the preparation of board reports, protocol
- Act as a resource to trustees, administration, and electorate regarding Board Governance Policies
- Manage incoming calls, providing information as required
- Compose routine and complex correspondence as required by the Board Chairperson and Chief Superintendent
- Prepare talking points, speeches, presentations, and other supporting materials as required by the board chairperson and trustees
- Manage daily operation of the board
- Assist trustees in carrying out their responsibilities on behalf of the public
- Act as office signing authority for expenditures
- Manage records of trustee expenditures
- Provide annual report with respect to remuneration and expenses
- Manage reporting on professional development expenditures and payment of membership fees to provincial and external agencies
- Prepare board/administrative retreat/workshop agendas
- Coordinate and manage special event
- Participate in workshops
- Record proceedings when scheduled
- Organize the Annual Board Retirement function
- Manage the registrations and arrangements for trustee attendance at conferences
- Sit on review of Board policy committees as struck
- Act as a resource to trustees, administration, and electorate regarding these policies
- Sit on review committee for the Organizational Bylaw

- Coordinate activities relating to Civic Elections in accordance with the Local Authorities Election Act
- Contact and meet with the City of Edmonton officials (prior and following elections) for conduct of trustee elections
- Prepare materials for candidates, organize public forums
- Prepare for orientation sessions following election
- Prepare for the Organizational Meetings
- Organize Inaugural Mass
- Maintain technical knowledge through a range of professional development activities

### **Qualifications**

- Diploma in office administration or related area, plus five years of directly related experience preferably within the public sector
- Knowledge of Local Authorities Election Act, Education Act, parliamentary procedures and governance principles and practices
- Knowledge of records management principles and Freedom of Information and Protection of Privacy (FOIPP) Legislation
- Knowledge of Microsoft Office and associated software programs including word processing, desktop publishing and databases
- Knowledge financial services policies and procedures, electronic financial systems, and an understanding of basic accounting principles Knowledge of supervisory principles and human resource services policies and procedures
- Knowledge of project management principles
- Knowledge of workplace safety and Occupational Health and Safety regulations
- General knowledge of the Division's operations and business and knowledge of the department's goal, objectives, and vision
- Understanding of the Division's mission and vision in a faith-based environment
- Strong written and oral communication skills with the ability to communicate with sensitivity, diplomacy, and tact
- Exceptional interpersonal skills and the ability to build and maintain rapport and trust with educators and elected officials
- Strong leadership and supervisory skills
- Strong organizational and time management skills and the ability to balance conflicting priorities in a fast-paced dynamic environment
- Strong consultation needs assessment and problem-solving skills
- Strong teamwork skills with the ability to work closely and co-operatively with others
- Ability to work independently in carrying out assignments to completion
- Attention to detail and the ability to work with numbers

To apply, please click [here.](#)

**Closing Date – November 16, 2022**