



BOARD SECRETARY

Permanent Full Time

Looking for a career opportunity with an established and reputable national organization that makes a real difference in women's health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program?

The Society of Obstetricians and Gynaecologists of Canada (SOGC) is one of Canada's oldest national specialty organizations. Established in 1944, the Society's mission is to lead the advancement of women's health through excellence and collaborative professional practice.

The SOGC has over 4,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on women's reproductive health and on evidence-based training and education. The SOGC leads the development of 12-17 clinical practice guidelines per year and hosts 3 regional continuing medical education meetings and an Annual Clinical and Scientific Conference. These events attract a diverse group of delegates that include women's health care providers, researchers, educators and policy makers, who have the opportunity to network, learn and share information and ideas. These events also facilitate the identification of critical gaps in the field through needs assessments that inform future curricula and program development.

The SOGC has recently launched its own online e-learning platform, which hosts accredited interactive courses, including virtual communities of practice, for members and non-members around the world.

POSITION DESCRIPTION

Reporting directly to the CEO and the Board Chair, the **Board Secretary** is responsible for the planning and coordination of all SOGC Board and Committee activities, including the Annual General Meeting, by providing executive support to ensure smooth functioning of the governance activities of the SOGC.

MAIN RESPONSIBILITIES

- Participates in the deployment of corporate and governance policies
- Updates and implements corporate knowledge management processes and procedures
- Produces quarterly Key Performance Indicator Reports and other corporate reports as required
- Develops, prepares and modifies documents including correspondence, reports, drafts, memos and emails
- Maintains an electronic and hard copy filing system
- Participates in the annual membership recruitment campaign
- Participates in special projects as assigned
- Performs other related duties

Board of Directors and Board Committees

- Coordinates all meeting requirements in a timely manner including scheduling, preparing agendas, providing all supporting documents for Board members, producing accurate minutes of meetings, following-up on action items
- Liaises with President and CEO for Board and Executive agendas
- Maintains Board online portal
- Organizes Board orientation, working with President and the Senior Leadership Team
- Maintains the Board and President's manuals, ensuring that they are up to date and compliant
- Organizes the Board awards process
- Organizes Board dinners, coordinating with Communications for all ceremonies and speeches, for the Board and Presidential cycle
- Coordinates VIP selection and prepares invitations
- Organizes the induction ceremony and serves as protocol officer for that event with the event planner for appropriate space and catering at face to face meetings where required;

Nominations and Talent Acquisition Committee of the Board

- Maintains records including terms of reference, committee membership and policies and procedures
- Maintains accurate records of the Board members, their terms of office including dates for re-election or term completion
- Manages the nomination and election processes for the Board Directors

Governance Committee

- Provides administrative support to the Governance Committee
- Works with the CEO to ensure compliance with federal and provincial board governance laws
- Maintains historical records

QUALIFICATIONS

- 7 + years of experience in a senior administrative or project management role
- University degree or College diploma
- Proficiency in MS word, MS Excel, MS Visio and MS Outlook a must
- Proficiency in SharePoint an asset
- Excellent communication skills in English and French (written and verbal)
- Ability to prioritize projects and strong problem-solving skills
- Good research skills and attention to detail
- A strong level of confidentiality is required

ADDITIONAL JOB REQUIREMENTS

- Ability to work weekends and overtime
- Some travel may be required



The SOGC is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age or disability. Accommodations are available on request for candidates with disabilities taking part in all aspects of the selection process.

Should you be interested, please send your cover letter and resume to careers@sogc.com. Please clearly demonstrate how you meet the requirements of the position in your application.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.