

POSITION DESCRIPTION

Title:	Board Support Services Specialist
Department:	Board Support Services
Immediate supervisor:	Director Board Support Services

CORE ACCOUNTABILITY

The successful Board Support Services Specialist regularly demonstrates:

- strong client service orientation;
- strong attention to detail;
- strong concern for order;
- effective interactive communication;
- a focus on results; and
- knowledge of research methodologies, principles, and practices.

MAJOR RESPONSIBILITIES

The Board Support Services Specialist is responsible for:

- providing documented support to client Boards and Pension Committees;
- providing support with governance best practices;
- ensuring deliverables meet Boards and Committees needs and expectations;
- logistics coordination for in-person and / or virtual client meetings;
- attending all assigned Boards and Pension Committee meetings – development of all meeting agendas, establishment and follow-up of business arising, development of checklists, preparation of detailed minutes and reports, and development of communication materials and other supporting documents requested by the Boards, Pension Committees and the organization;
- identifying required meeting content, assembling and distributing meeting materials;
- first point of contact / liaising with service providers (i.e., national and international professionals) on behalf of client Boards and Pension Committees;
- providing Board and Pension Committee information for posting on their respective websites;
- coordinating and preparing documentation in accordance with Board and Pension Committee membership appointments;
- preparation of quarterly Pension Administration Reports for client Boards and Pension Committees;
- providing research support (i.e., governance practices, policies, legislation) as directed by the Boards, Pension Committees and the organization;
- preparing regulatory filings with the Superintendent of Pensions as well as the Canada Revenue Agency;
- occasional travel throughout New Brunswick might be required for scheduled meetings.

COMPETENCY PROFILE

1. University degree and a minimum of two (2) years of related experience OR a post-secondary diploma or certificate and at least four (4) years of related experience.
2. Proficient with the use of Microsoft Office Suite is essential.
3. Bilingual (English and French) will be an asset.
4. Experience with Microsoft Publisher will be an asset.
5. A Governance Professionals of Canada designation and pension plan experience will be considered as an asset.