

Job Profile

Title:	Executive Assistant and Corporate Secretary	Category:	Excluded
Reports to:	President and CEO	Group:	Executive

Purpose

The Executive Assistant and Corporate Secretary (EA) provides confidential executive administrative services to the President and CEO and to the Chair of the Board of Directors of the Victoria Airport Authority. The EA assists both the President and CEO, and the Chair with general clerical and administrative support duties as assigned. The EA acts as administrative liaison between Board members and the President and CEO, maintaining both the office of the President and CEO and the Board, records minutes for all President and CEO and Board related meetings, assists the various Board committees with their administrative requirements and other related duties that may be assigned from time to time.

Accountabilities

1. Provides confidential executive administrative services to the President and CEO.
 - a. Plans and coordinates all administrative activities for the CEO including calendars, meetings, bring forward/diarize systems, travel arrangements, correspondence and speech material.
 - b. Coordinates incoming phone calls for the CEO.
 - c. Designs electronic and physical filing systems, organizes and maintains files that permit easy reference and rapid retrieval of information.
 - d. Reviews all incoming correspondence to determine urgency, accuracy and the need for follow up.
 - e. Oversees projects as assigned by the CEO, compiling information and creating reports including PowerPoint presentations.
 - f. Researches and assembles information from a variety of sources and prepares statistical, narrative and/or other reports as required; analyzes information and may make recommendations.
 - g. Researches, assembles and coordinates meeting materials.
 - h. Arranges meetings of varying sizes including attending and assessing off-site venues, negotiates contracts for facilities and catering.
 - i. Organizes and administers ceremonies, receptions and other public relations events required by the CEO.
 - j. Ensures the security of confidential and restricted documents.
 - k. Develops and maintains records of the CEO's activities, correspondence, expenses, meetings and minutes.
 - l. Establishes and maintains positive, professional relationships.
 - m. Organizes and takes minutes at Management Team Committee Meetings.
 - n. Coordinates VCC budget meetings and provides recommendations for the Board and Corporate budgets.
 - o. Coordinates responses to requests for charitable donations, sponsorships, logos, tickets, etc.
 - p. In consultation with legal counsel, ensures the timely filing of annual corporate returns.

- q. Assists in the compilation of information for Transport Canada's annual lease Monitoring Audit in collaboration with the Lease and Contracts Administrator.
2. Provides confidential executive administrative services to the Chair of the Board of Directors and support to Board members and Board operations
 - a. Supports Board members and the committees of the Board to allow them to effectively deliver their objectives. Coordinates parking and other services for Board members.
 - b. Maintains the Board's annual calendar and bring forward system.
 - c. Receives and collates Board reports as per schedules and to allow timely distribution of Board packages.
 - d. Coordinates Board meetings, Board committee meetings and Annual Public General Meeting (APGM) (ensuring the advertising of public meetings comply with the VAA's ground lease). Coordinates the Annual Board Meeting, ensuring the schedule does not conflict with the VAA management team members' calendars, industry events, etc. and ensuring compliance with the Transport Canada ground lease which specifies date parameters.
 - e. Liaises with all levels of government regarding the coordination of public/private meetings, renewals or the replacement of nominators, regulatory issues, etc.
 - f. Prepares accurate meeting notes/minutes, including at a minimum: date, time and location of meeting; list of those present and absent; list of items discussed; list of reports presented; text of motions presented and description of their disposition.
 - g. Tracks attendance, prepares meeting summaries and provides information to payroll to enable the remuneration of Board members.
 - h. Ensures the timely filing of Board membership changes in compliance with regulatory requirements (e.g. *Canadian Corporations Act*) and registrations (e.g. Institute of Corporate Directors).
 - i. Manages the general correspondence of the Board except for such correspondence assigned to others.
 - j. Prepares and distributes meeting agendas, reports and minutes for approval to Board members prior to all Board and Committee meetings.
 - k. Provides assistance and research as may be requested by the Board and / or Committee Chairs from time to time.
 - l. Maintains a comprehensive index of all Board resolutions.
 - m. Updates and maintains the electronic copy the Board's Policy and Procedures Manual as directed by Board and / or Governance Committee chair.
 - n. Ensures the Orientation Manual is current with policy and contact information.
 - o. Assists with the orientation of new Board members, as per Orientation check list.
 - p. Provides Board members with annual calendar for conferences and board professional development.
 - q. Assists with travel arrangements and conference registration for Board members.
 - r. Provides Board members with guidelines for submission of expense claims.
 - s. Develops and maintains records of Board activities, correspondence, expenses, meetings and minutes.
 - t. Maintains a strict follow-up procedure to ensure that all Board actions are completed in a timely manner.
 - u. Maintains, updates and provides orientation and training regarding the navigation of the Board portal.
 - v. Coordinates preparation of VAA's Annual Report.
 - w. Provides assistance to external auditors during the annual audit of Board resolutions, policies and financial decisions.
 - x. Provides advice, guidance and mentoring regarding all aspects of Board policies and procedures.

3. Participates as a member of the VAA Crisis Communications Team. Maintains records of decisions and actions and acts as the back-up for social media.
4. Provides research and analytical support in response to requests and prepares reports and recommendations.
5. Fulfills other related accountabilities.
 - a. Contributes to the enhancement of the positive corporate culture within the VAA, and the reputation of the VAA within the community, sector, and industry.
 - b. Contributes to corporate services programs, initiatives, services and events.
6. Other duties as assigned.

Job Requirements

Education:

- Diploma in office administration with a minimum of five years of recent, related experience* OR
- A minimum of six years of recent (within the last seven years) related experience*

*Recent, related experience must include:

- Providing a comprehensive suit of senior secretarial/administrative services to an executive, or President/CEO for an organization of similar scope and complexity.
- Using Microsoft Office software at an advanced level of proficiency.

Preference will be given to candidates with:

- Experience providing senior administrative support services in support of Board (of Director) operations.

Other requirements:

- Must be eligible to work in Canada.
- Must be able to obtain and maintain Enhanced Airport Security Clearance as a condition of employment.
- Must be willing to work outside normal work schedule to meet operational requirements.

Knowledge of:

- Policies, procedures standards, best practices related to all aspects of office administration.
- Business English.

Skills and abilities:

- Excellent oral and written communication and interpersonal skills.
- Excellent numeracy and attention-to-detail skills.
- Ability to manage multiple priorities and consistently produce results within timelines.
- Ability to consistently provide administrative services in an executive office environment in compliance with corporate standards and expectations.
- Analytical, problem solving and judgement skills.
- Advanced proficiency with Microsoft Office.
- Ability to adhere to corporate standards pertaining to the confidentiality, privacy and security of information and records.
- Ability to develop and maintain productive working relationships with a wide network of managers, employees, service providers, members of the public and other stakeholders.

Approvals			
Prepared by:	Michelle Cooper	Date:	May 4, 2021
Approved by:		Date:	