

<b>Job Title:</b>	<b>Corporate Secretary (Non-profit Governance)</b>		
<b>Department/Group:</b>	Administration	<b>Position Type (FT, PT, Relief, etc.):</b>	Part-time – Permanent 17.5 hours per week
<b>Location:</b>	50 Burnhamthorpe Road West, Suite 300 Mississauga, Ontario L5B 3C2 Hybrid Model (in-person and remote work)	<b>Level/Salary Range:</b>	\$35/hr
<b>Contact Person: Althea Alli</b> <b>Email: <a href="mailto:althea@peelseniorlink.com">althea@peelseniorlink.com</a></b> <b>Fax : 905-712-3373</b>		<b>Website: <a href="https://peelseniorlink.com/about-us/">https://peelseniorlink.com/about-us/</a></b>	

### Job Details

Peel Senior Link is a non-profit charitable organization dedicated to enabling seniors to live independently and with dignity in their own homes. We achieve this by providing personalized, integrated supportive housing services and programs in designated apartment buildings and surrounding communities in Mississauga and Brampton. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through Ontario Health - Central, grants, and personal and corporate donations.

Reporting to the Chief Executive Officer, this position supports the Board of Directors and the CEO in ensuring effective governance, compliance, and decision-making. This role maintains PSL's corporate records, oversees the administration of Board and Committee processes, and provides guidance on governance practices.

The ideal candidate is detail-oriented, organized, and able to manage complex information with discretion. They thrive in a collaborative, mission-driven environment and bring a strong understanding of non-profit governance.

### Position Responsibilities:

#### Board & Committee Governance

- Coordinate all meetings of the Board of Directors and its Committees, including scheduling, agenda development, briefing materials, and distribution.
- Ensure Directors receive timely and well-prepared information to support informed decisions.
- Draft accurate meeting minutes, maintain official records, and track motions and action items.
- Support Board orientation, onboarding, and ongoing professional development.
- Maintain an annual governance calendar and ensure alignment with strategic and compliance requirements.
- Provide support to Committee Chairs in planning and maintaining effective committee operations.

#### Corporate Governance & Compliance

- Maintain PSL's corporate records, including bylaws, Board policies, terms of reference, and governance frameworks.
- Ensure compliance with applicable legislation (e.g., ONCA), sector regulations, and organizational bylaws.

- Lead the planning and execution of the Annual General Meeting, including documentation, reporting, and logistics.
- Coordinate mandatory filings and submissions to regulatory bodies.
- Support risk management processes and documentation.
- Oversee governance-related audits, policy reviews, and cyclical updates.

#### Strategic Support to Leadership

- Serve as a trusted advisor to the Board Chair, Committee Chairs, and CEO on governance matters.
- Prepare briefing notes, research materials, and background documentation to support Board deliberations.
- Assist with governance components of PSL's strategic initiatives and performance reporting.
- Coordinate the Board's annual self-assessment and skills matrix review.
- Support succession planning for the Board and Committees.

#### Communication & Stakeholder Relations

- Act as a primary point of contact for Board and Committee communication.
- Ensure timely, professional, and confidential communication with Directors, staff, and external stakeholders.
- Maintain discretion, sound judgment, and the highest ethical standards in handling sensitive information.
- Foster positive relationships that strengthen PSL's governance culture.

#### **Qualifications & Experience:**

- Post-secondary education in public administration, business, governance, law, or a related field.
- Minimum 3–5 years of experience supporting governance or senior leadership, ideally in a non-profit, health, or public-sector environment.
- Strong knowledge of non-profit governance principles, board operations, and regulatory requirements.
- Exceptional writing skills, with the ability to prepare minutes, briefing materials, and formal documentation.
- High-level organizational skills, attention to detail, and ability to manage multiple priorities.
- Proficiency with Microsoft Office, virtual meeting platforms, and board management software.
- Demonstrated ability to work independently, maintain confidentiality, and use sound judgment.

#### **Core Competencies:**

- Governance and policy expertise
- Professionalism and integrity
- Critical thinking and problem-solving
- Strong interpersonal and communication skills
- Planning, organization, and time management
- Commitment to equity, inclusion, and client-centered service

We thank everyone for their expression of interest; however, only those candidates selected for an interview will be contacted.



Peel Senior Link is committed to developing an inclusive, barrier-free selection process and work environment. If you require accommodation at any stage of the recruitment and selection process, please contact Human Resources at 905 712 4413 x326.

As part of our ongoing commitment to health and safety in the workplace, COVID-19 vaccination is strongly recommended.