



Board Secretary/Executive Assistant to the CEO  
Calgary Academy  
Calgary, AB  
Application Deadline: July 9, 2021

### Our Approach

At the heart of everything we do is the child. For 40 years Calgary Academy (CA) has provided an unparalleled environment that embraces students' unique learning profiles, providing individual pathways to student success! We design engaging, student-centered experiences that nurture a love of learning. Our approach to teaching and learning is supported by our four pillars, beliefs, and the CA Way which empower diverse learners to pursue lives of passion and purpose. Calgary Academy is one of three entities within the Headwater Learning Group (HLG).

Headwater Learning Foundation (HLF) is the primary fundraising arm and is the organization that safeguards the assets of Calgary Academy. Housing all business services, HLF provides the resources necessary to unleash possibilities in learning and innovation as well as fundraising initiatives.

Headwater Learning Solutions (HLS) is an outreach organization whose mission is to empower learner achievement by delivering customized education models to external students and organizations through partnerships and our interdisciplinary network of specialists.

This role serves all entities of HLG.

### About the Role:

The Board Secretary/Executive Assistant to the CEO will provide both administrative leadership to the governance teams of HLG and administrative support to the office of the CEO to accomplish HLG's strategic goals. The role's primary responsibility is to ensure accurate and timely delivery of Executive Leadership Team and Board meeting materials and logistics. The role serves as a liaison between the Board of Directors and Executive Leadership Team.

### Highlight of Key Responsibilities:



- Serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the Office of the CEO.
- Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials and accurately record minutes and actions items.
- Apply strong governance practice into the planning and facilitating of the governance function, including bylaw compliance, collaboration with Board members on agendas, action items, motions, retreats and special events.
- Manage the handling of strict deadlines, multiple priorities, and highly confidential information that pertains to the organization.
- Arrange and handle all logistics for Executive Leadership Team meetings including scheduling meetings, preparation of agendas, meeting materials, and meeting minutes, as well as cross-pollinating the information to Board and Committee meeting agendas where necessary.
- Liaise with CEO and Executive Leadership Team for successful 1:1 meetings, identifying action items and distributing agendas.
- Assist in the scheduling and preparations of CEO communications.
- Manage all logistics for in-person meetings, teleconferences, or video conferences, and distribute all related meeting materials.
- Other duties as assigned by the Board chair and/or CEO.

#### Qualifications:

- Post-Secondary education in Business Administration, Education or a related field is preferred but not required.
- 5+ years of experience as a Board Secretary (or equivalent role), public or private sector required.
- Canadian Society of Corporate Secretaries membership or ICD.D designation from the Institute of Corporate Directors would be an asset.
- Ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.
- Proficient in Microsoft Office Package products including advanced proficiency in SharePoint, Word, Excel, Outlook and PowerPoint.
- Proficient in Adobe PDF and managing large electronic files.
- Exceptional written, oral, and people skills.
- Expertise on organizing meetings and corporate events.
- Ability to keep paper and digital files organized.
- Ability to prioritize and manage time to accomplish several tasks simultaneously.
- Ability to adapt quickly and maintain high level of organization in a fast paced environment.
- Demonstrate sound judgment and problem solving abilities.
- Ability and desire to learn new information management systems.



### Our Assets:

We offer a collaborative work environment and professional learning opportunities, all driven by our strategic plan. We also offer competitive salary, flexible benefit package, Wellness Allowance, matching RRSP program, and generous vacation entitlement.

### Our Application Process

To apply, please send your application by July 9th, 2021 and make sure to include:

- Resume that demonstrates your competencies, skills and experience.
- Cover letter that demonstrates how your skills and experience align with Calgary Academy's philosophy and missions. After exploring the Headwater Learning and Calgary Academy websites, share what makes you feel particularly connected to the work we do and how you can help us achieve our goals!

Please ensure to apply through Workforce Now by ADP or Visit the Careers section on our Website.

We wish to thank all candidates in advance for their interest in this role, but only those selected for an interview will be contacted.