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OPPORTUNITY PROFILE

Director, Governance and Corporate Secretary

ABOUT DUCKS UNLIMITED CANADA

Ducks Unlimited Canada (DUC) is a passionate community of people who believe that nature is the foundation of strong communities, a prosperous economy and a sustainable future that supports the hopes and dreams of the next generation. Together, we conserve and restore some of the most valuable and threatened landscapes on the planet.

Nature is diverse. So are we.

When nature is diverse, the Earth thrives. When our organization is diverse, people thrive. That's why Ducks Unlimited Canada is building a culture where everyone is welcome.

We believe a variety of cultures, identities and beliefs enriches our environment. We believe innovation is enhanced through diversity and inclusion, and this in turn allows all of us to grow and prosper.

We commit to making Ducks Unlimited Canada a place of belonging for all people, united in conservation.

Our Mission - To conserve, restore and manage wetlands and associated habitats for the benefit of North America's waterfowl. These habitats also benefit other wildlife and people.

Our Vision - Clean water and healthy wetlands for all waterfowl, wildlife and people.

Our Values

Science - We believe good decisions are informed by science. We're committed to advancing conservation through pioneering and pragmatic research.

Passion - We believe that effective and meaningful conservation is rooted in deep, personal connections to the natural world.

Diversity and inclusion - We believe in the transformative power of engaging many different perspectives. The need for nature connects all people.

Collaboration - We believe we're strongest together, working in partnership with all who live and work on the landscape.

Integrity - We believe in upholding the trust placed in us by adhering to the highest moral and ethical principles.



THE OPPORTUNITY

Reporting into the CFO, the Director, Governance and Corporate Secretary (Director), is responsible for all aspects of corporate involvement in legal or quasi-legal matters. This includes corporate governance, registrations, bylaws, resolutions, lotteries and gaming, insurance, real estate, environmental law, contracts, policies and procedures. The Director provides research and interpretation of statutes and case law on a national and provincial basis. They will conduct training sessions for staff on contract, liability, easements and other real property matters. The Director acts as staff liaison for the Governance Committee and is the DUC staff member responsible for ensuring compliance with

the governing legislation, articles of incorporation, by-laws, and governing policies for DUC. The Director ensures proper governance procedures are followed during board meetings.

In addition, the Director ensures the organization follows the policies and procedures for proper governance. They support the Board and the many committees to ensure that DUC is being governed effectively. They support Board members by providing necessary support, training, and guidance as it relates to updating the articles, by-laws and governing policies.

The Director ensures all corporate filings are maintained and up to date. They also ensure Corporate Agendas follow schedules and reviews the agendas to ensure compliance with above areas for the DUC Board meeting as well as other Board Committees. The Director reviews maintenance of the corporate record through official minutes of these meetings by the Executive Assistant and has various oversight responsibilities.

The location for this position is flexible in either Calgary, Edmonton, Toronto, Winnipeg, or Vancouver. Some travel will be required.

KEY OPPORTUNITIES & CHALLENGES

The Director will need to work effectively with the Board, Leadership team and staff to ensure that DUC continues to respond to the ever-unfolding Covid19 pandemic and strategically planning for current and future challenges. In addition, key areas of focus include but are not limited to:

- Help to ensure the Governance and Committee structure is reviewed and is serving the best interests of the organization.
- Build and establish strong and positive working relationships with Board members. Create a positive culture with the Board that inspires collaborative and inclusive connections which enables DUC to achieve its mission and vision.
- Ensure that resources are leveraged effectively to manage all legal and contract matters DUC is championing.

KEY ROLES & RESPONSIBILITIES

Corporate Leadership and Culture

- Collaboratively and respectfully work with and support the Executive Leadership Team in the provision of corporate leadership that delivers the Board's priorities and reflects the values of the organization's cultural commitments.
- Apply critical thinking to the strategic oversight, risk management and decision-making processes of the organization.
- Develop and implement proactive strategies, anticipate and identify legal challenges that help protect the interests of DUC and to reduce exposure to legal risks.
- Provide strategic advice, formal and informal education and awareness to the Executive Team and the Board regarding legal issues, how to approach them and how to mitigate exposure.
- Bring matters of high urgency and sensitivity to the attention of the Executive Leadership Team, along with recommended solutions.
- Communicate complex legal concepts and advice in plain language.
- Oversee the development and drafting of bylaws, policies and procedures on a wide variety of topics impacting DUC.

- Build a deep understanding of the overall corporate activities, direction and priorities, translating this into DUC's strategies and priorities. Responsible for interpretation and application of legislation, articles of incorporation, by-laws and governance policies for the organization.
- Maintains current knowledge of applicable federal and provincial laws and accreditation standards, to ensure organizational adaptation and compliance.
- Conversant with conservation easement legislation across country and land trust alliance standards and practices. Conversant with real property law and land interests across the country.
- Provides business guidance and advice towards development of contractual relationships with other parties.
- Reviews licenses, contracts, easements, legal claims, settlement proposals, employee legal issues, insurance contracts and coverage, planned giving opportunities, environmental law issues, aboriginal law issues, charity law issues and corporate law issues.
- Assists staff in the overall development and maintenance of contractual arrangements with outside businesses and third parties.
- Maintains current knowledge of applicable federal and provincial privacy laws and accreditation standards, and monitors advancements in information privacy technologies to ensure organizational adaptation and compliance.
- Works with legal counsel and management, key departments, and committees to ensure the organization has and maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials reflecting current organization and legal practices and requirements.

Governance and Board Activities

- From a governance perspective, is responsible to the President and Chair of the Board of DUC while being directly accountable to the CEO.
- Liaison with the Governance Committee and development of policies and material for Committee's review and approval.
- Staff liaison for the DUC Governance Committee.
- Responsible for reviewing the official record (minutes) for the DUC Board meetings by the Executive Assistant, the DUC Annual General Meeting of members as well as meetings of the Governance Committee.
- Responsible for the DUC Directors Manual and the official archives, assists in drafting resolutions. Supervises the governance content of meetings and conferences.
- Alerts President to any problems or issues affecting the Board and important staff/management issues. Provides initial orientation to new Board members; particularly to new Officers who are elected every two years.
- Monitors the actions of Board members to ensure they are operating within Board policy (policy, by-laws, legal).
- Will attend a minimum of three out-of-town Board meetings at various locations in North America. Has an active role in maintaining the Directors Manual and assisting the Executive Assistant in building a training/development program for board Members.

THE PERSON

QUALIFICATIONS & EDUCATION REQUIREMENTS

The ideal candidate will possess relevant academic preparation, with a graduate credential being required (MBA, MPA, Master of Laws, etc.) A law degree would be seen as a strong asset. In addition, the ideal candidate will have proven accomplishments in the following areas:

- Progressively responsible senior leadership experience managing a team in a complex and multifaceted organization.
- Extensive experience applying leadership principles with stakeholders, clients and staff members from both operational and corporate perspectives.
- Demonstrated experience leading and managing change, building organizational talent and empowering resources to achieve outcomes.
- Significant experience managing teams accountable for providing advice and direction related to politically sensitive and complex issues.
- A track record of seeing the bigger picture and advising on impacts of future decisions.
- A breadth of legal knowledge across a variety of fields, with specific expertise in environmental law, real estate law, settlement proposals, employment and labour law.
- Ability to use the consultative process to develop solutions or strategies in an environment with a variety of needs.
- Experience acting as a key advisor in an organizational environment is desirable.
- Political awareness (ability to read and understand the political / strategic environment).
- Demonstrated knowledge of long-term financial management and strategic business planning.

KNOWLEDGE, SKILLS & ATTRIBUTES

Visionary Leadership Skills – A systems thinker who understands the broader context and how their area contributes to the overall organizational goals. Committed to achieving results with a positive, professional and solution-oriented attitude. Can effectively communicate the vision, mission and expectations to all levels within the organization as well as internal and external stakeholders. Maintains a steadfast culture. Uses a practical and common-sense approach. Recognizes that multiple perspectives should be applied to complex issues.

Stakeholder Relationships – Effectively builds relationships with a wide variety of stakeholders both internal and external to the organization. Flexible and adaptable while demonstrating a positive attitude. Diplomatic with well-developed negotiation skills. Strong stakeholder management skills to build and maintain relationships in the community. Talks openly with others, establishes expectations, holds self and others accountable, supports group decisions, shares credit, builds enthusiasm for goals and resolves conflict appropriately and respectfully.

Communication Skills – Possesses excellent verbal and written communication skills, as well as active listening skills. Equanimous; has a professional approach and demeanor. Maintains an individual's dignity and self-worth during all interactions. Demonstrates the ability to deal with conflict effectively in a diplomatic and professional manner. A strategic communicator who can modify approach depending on the audience.

Politically Astute – Knows and understands legislative and regulatory processes and has an intuitive ability to read the political implications of recommendations and actions; ability to remain neutral, objective and consider issues on their own merit as well as offer opinions, as requested. Has the ability to deal effectively with people from other municipalities, levels of government, provincial partners as well as outside parties such as the media.

Problem Solving & Judgment – Ability to assess options and implications to identify problems and solutions. Ability to make decisions and provide direction on complex and emerging issues that may have political, community or administrative implications. Comfortable operating in an ambiguous environment.

Demonstrates Character — Demonstrates integrity, ethics, responsibility, character and virtue; has a developed personal and progressive value system based on a high sense of integrity and desire to treat others with respect and dignity. Has a strong personal drive and leads with energy and passion.

Courage — Steps up to address difficult issues, saying what needs to be said; champions an idea or position despite dissent or political risk; faces difficult issues and supports others to do the same; translates position into actionable feedback.

Collaborative Networker — A collaborative leader who understands that involving others leads to better outcomes. Promotes and enables cooperation across the organization. Anticipates, understands and responds to the needs of the various internal and external stakeholders to meet or exceed their expectations within the organizational parameters.

Diversity and inclusiveness — Fosters a diverse, inclusive and respectful environment that seeks different points of view, is mindful of biases and considers a gender-based analysis plus lens. A leader who empowers staff by respecting and appreciating what makes them different, in terms of age, gender, ethnicity, religion, disability, sexual orientation, education, and national origin. A commitment to equity, diversity and inclusion and its value in the organization's culture.

Creativity and Innovation — Able to cultivate and nurture innovative, collaborative partnerships with external agencies, levels of government, business partners, community organizations and the Board of Directors. Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new, cutting-edge programs/processes. Has a focus on continuous improvement.

Risk Manager — A calculated risk taker. Demonstrated ability of identifying, monitoring and managing key risks in an organization. Ensures any risks and/or challenges that impact the organization or service delivery are appropriately identified and mitigation plans developed.

Customer Service — Helps define a service delivery process and implements changes to improve on the quality of results. Has functional and operational knowledge of all key service areas under their portfolio. Recognizes the value of operational planning and technology integration in providing customer service. Ensures customer needs are identified and addressed; ensures appropriate consultation with all stakeholders is timely, cost effective and of quality service.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT

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