



OPPORTUNITY PROFILE

Director, Governance & Legal

Location: Regina or remote within Canada
with travel to Regina

About SaskCentral

saskcentral.com

SaskCentral is owned by, and is the liquidity manager for, Saskatchewan's credit unions. By aggregating statutory liquidity deposits, SaskCentral facilitates clearing and settlement, provides credit facilities that support daily cash flow management, coordinates emergency liquidity support and provides investment management services. SaskCentral also maintains business relationships with, and investments in, a number of entities on behalf of Saskatchewan credit unions.

Working towards its vision of being an exceptional partner that Saskatchewan credit unions trust to deliver expertise in liquidity management services and access to payments ecosystems, SaskCentral's strategy is focused on continually evolving to keep pace with the rapidly changing financial services environment.

SaskCentral works in the spirit of truth and reconciliation, acknowledging that our employees live and work on Treaty territory, within the traditional lands of First Nations and Métis People across Canada. This acknowledgement provides important recognition of our history, honoring the diverse Indigenous Peoples whose ancestors' footsteps have marked this territory.

Quick Facts

- SaskCentral has been in business since 1938.
- SaskCentral is owned by Saskatchewan's 27 provincial credit unions and one federal credit union to serve and represent their collective interests.
- As of December 31, 2025, consolidated assets of SaskCentral were \$2.78 billion.
- In 2025, SaskCentral donated close to \$59,000 to local charities and non-profit organizations through financial contributions, volunteer hours and in-kind donations.
- SaskCentral was named by the Great Place to Work® Institute Canada in the top 100 best workplaces in Canada in 2026 for organizations with less than 100 employees.
- SaskCentral encourages employees to contribute to the community by giving them three paid days a year to volunteer for an organization of their choice. In 2025, employees donated 173.75 hours of their time.
- Through our Volunteer Grant Program, SaskCentral will donate \$500 to a non-profit organization where an employee volunteers at least 40 hours in a year.

Learn more about SaskCentral by reading the [annual report](#).



The Opportunity

Reporting to the Chief Executive Officer, the Director, Governance & Legal will ensure the integrity of SaskCentral's governance framework, being responsible for the efficient administration of governance, and ensuring compliance with statutory and regulatory requirements and supporting the implementation of decisions made by the Board of Directors.

The main responsibility of the position is to lead the legal affairs of SaskCentral and ensure its best interests are represented and considered in the development of agreements and execution of initiatives undertaken by the organization.

This position is also responsible to perform the role of Chief Compliance Officer (CCO), Chief Privacy Officer (CPO), Chief Anti-Money Laundering Officer (CAMLO) and Corporate Secretary.

Key Roles & Responsibilities

1. **Corporate Secretary:**

- Serve as Corporate Secretary to SaskCentral's Board of Directors and committees of the board (Audit & Risk, Governance, Human Resources and Conduct Review)
- Establish regularly scheduled board meetings, board agenda with executive and Chair of the Board
- Provide meeting process support, minutes, supporting board and executive management relationships and corporate governance practices
- Maintain and control the keeping of and access to corporate records and filings with federal and provincial regulatory authorities
- Ensure proper governance processes and systems are in place for SaskCentral.

2. **Corporate Legal:**

- Oversee the internal Corporate legal function to ensure SaskCentral's legal affairs and accessing of legal services are conducted in an efficient and effective manner and that appropriate access to external counsel is exercised in a cost-efficient fashion.
- Responsible for all core legal agreements (i.e. group clearing agreements and agreements with the Bank of Canada), reviewing and opining on agreements and initiatives
- Deal with general corporate law matters, manage SaskCentral legal affairs and coordinate the conduct of general and specific litigation matters for and on behalf of SaskCentral in a wide area-of legal disciplines (e.g. employment law, service agreements, regulation of the organization, trademark protection).
- Weigh and assess legal risks of various courses of action.

- Provide analysis to board and management on legal issues and legal matters.
- Manage relationships with external law firms

3. Chief Compliance Officer (CCO) and Chief Anti-Money Laundering Officer (CAMLO):

- Provide regulatory and legislative compliance oversight for the purposes of ensuring SaskCentral remains in compliance with all legal and regulatory requirements.
- Provide leadership and direction to develop and refresh SaskCentral's regulatory compliance systems, processes and infrastructure.
- Oversee and manage the regulatory compliance and anti-money laundering and anti-terrorist financing monitoring and control systems (including role of CAMLO), and the reporting processes to Executive, Audit and Risk Committee, SaskCentral board of directors and all regulatory agencies, including FINTRAC.
- Co-ordinate the filing of information from designated resources to FINTRAC, Privacy Commissioner of Canada, Corporations Branch (Sask.), Industry Canada and to provincial regulatory compliance authorities as required.
- Maintain knowledge of emerging issues in the regulatory compliance sector.

4. Chief Privacy Officer:

- Serve as Chief Privacy Officer (CPO) for SaskCentral ensuring policy and regulatory obligations protect the privacy of individual information in SaskCentral's corporate and intellectual property.

5. Records Management:

- Maintain records management program and procedures for the purpose of managing risks faced by SaskCentral in maintaining control and adherence to contractual obligations, corporate records and document retrieval processes.
- Lead resources in developing and implementing an appropriate document and records management system for SaskCentral
- Oversee the development and renewal of applicable policy and procedures
- Monitor regulatory requirements, future trends and best practices in Records Management and implement same in manner appropriate to the size and nature of the business needs of SaskCentral
- Ensure procedures are kept up to date
- Develop and lead contract management procedures and policies as well as same for corporate art collection and archival collection management

- Recommend contracts with services providers (off-site storage & retrieval, document destruction and recycling) and manage relationships with key service providers

The Person – Knowledge, Skills & Abilities

Typically, the knowledge, skills and abilities for this position would be acquired through the attainment and maintenance of a recognized Governance designation, a law degree, membership or qualification for membership in the Law Society of Saskatchewan, senior leadership experience, and relevant experience in the financial services sector. Incumbent should have:

- the ability to read and interpret legislation, regulation and regulatory guidelines as well as research law and legal concepts, match those concepts with the operational and financial framework of SaskCentral, and distill them into a form comprehensible to contact groups and individuals;
- advanced knowledge of the financial services industry and co-operative system and the regulatory and legislative environment impacting them;
- advanced understanding of corporate governance;
- highly effective written and oral communication skills to effectively write internal and external reports (annual report, board decision items, etc.) and make understandable and relevant presentations to stakeholder groups;
- effective project management skills to manage multiple projects within tight and rigid timelines
- Strong ability to build and maintain positive relationships, including diplomacy to negotiate specific outcomes and influence decision-making;
- software proficiency and computer literacy, including MS Office suite
- excellent research and analytical skills.

Compensation

A competitive compensation package will be provided, including an attractive base salary, performance-based incentives and excellent benefits. Relocation may be provided if required by the successful candidate. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Email a cover letter and tailored resume (PDF or Word document only) to **Shalini Bhatti or Chelsey Howarth** at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International

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