

# Corporate Secretary Position

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The primary responsibility of a corporate secretary is to ensure FII's Board of Directors has the proper advice and resources to fulfill their fiduciary duties, including to the Government of B.C. through the Ministry Responsible. The corporate secretary supports the Board to operate effectively and address legal requirements, while ensuring the integrity of FII's governance framework.

In addition, the Corporate Secretary has the following specific responsibilities:

1. Maintaining Corporate Records
  - Creating and maintaining the official records and minutes of the corporation
  - Ensuring compliance with provincial board governance requirements
2. Managing Board Activities
  - Providing coordination and support to the Boards of Directors for the parent company and its subsidiaries
  - Managing the organization of Board meetings and developing related Board packages
  - Facilitating the orientation of new Directors
3. Advising the Chair/ Board Members
  - In conjunction with corporate counsel, providing advice to the Board and management on corporate governance issues, such as annual disclosure, re-election of directors, requirements of annual general meetings, and other issues related to Board governance and performance.