



With annual revenues of \$2.1 billion and representing approximately 3,700 Ontario dairy farm businesses, Dairy Farmers of Ontario (DFO) is the province's largest agricultural marketing organization. In its production, transportation and marketing roles, this non-profit organization is an essential partner in the Canadian dairy industry.

Corporate Law Clerk

Reporting to the General Counsel and Corporate Secretary, the Corporate Law Clerk will provide administrative support to the General Counsel and Corporate Secretary, and Chair of the Board. These responsibilities will include: document preparation and distribution, records management and assist with the Board Secretariat responsibilities. In addition, this role will conduct preliminary research and preparation of legal documentation.

The successful candidate will have a solid understanding of corporate governance and strong business acumen dealing with confidential and sensitive matters. The individual will be organized, able to multitask, work independently, adapt to competing priorities under tight timelines, and demonstrate good judgement.

The following qualifications are required:

- Legal Assistant diploma or equivalent;
- 3+ years related work experience, working with executives and/or Board Members;
- Experience in a regulated work environment is an asset;
- Proficiency in Microsoft Office;
- Working knowledge of board structures and management;
- Strong verbal and written communication skills;
- Strong drafting skills;
- Agriculture knowledge is an asset; and
- Fluency in French would be an asset.

Overview of the job responsibilities:

- Participate in monthly board meetings: prepare (first draft of agenda, and collect, assemble and distribute materials), attend and take minutes of the meeting and draft decision memos;
- Assist with follow up on board meeting activities; completing lobbyist reporting requirements and sending timely filings with regulatory bodies;
- Coordinate board meeting dates, board related meetings and necessary logistic requirements;
- Administer annual Board member election process to ensure compliance with regulations;
- Assist drafting legal agreements, contest rules, non-disclosure agreements, etc.,
- Prepare material for hearings and tribunals;
- Research, proof and format legal documents, papers, correspondence and presentations;
- Participate in the scheduled development of the Annual Report; collate and proof submissions and information from contributors and prepare first draft;
- Attend and take minutes at the Annual General Meeting;
- Attend, take minutes and draft reports from meeting and conferences throughout the year; and
- Maintain Director and Chair's calendar, prepare and submit expense reports.

This is a full-time permanent position at DFO's Head Office in Mississauga. DFO offers a competitive salary, an attractive benefits package, good work/life balance and opportunities for professional development.

Dairy Farmers of Ontario maintains an accommodation policy and will provide accommodation to job applicants with disabilities during the hiring process. Please contact us should you require an accommodation.

Interested applicants should submit a cover letter and resume to the HR Department at human_resources@milk.org on or before **August 13, 2018**.

Only applicants selected for an interview will be contacted.