



LIFESAVING SOCIETY®
SOCIÉTÉ DE SAUVETAGE

The Lifeguarding Experts
Les experts en surveillance aquatique

Terms of Reference

Corporate Secretary – Legal Advisor

Purpose: To govern Lifesaving Society Canada in accordance with the Society's bylaws and mission.
To ensure all corporate records and returns are kept and filed in accordance with law.
To provide legal leadership for the Board of Directors

Term of Office: Elected to the Board of Directors at the Lifesaving Society's Annual General Meeting for a term of two years.

Reporting Relationship: To the Board of Directors as required.

Responsibilities:

1. Participate as an active member of the Board of Directors in an ethical and lawful manner, respecting the confidentiality of Board discussions.
2. Ensure the minute books and records of the corporation are maintained according to law and the needs of the corporation.
3. Ensure that the Lifesaving Society, National has access to adequate legal advice as required. Advise with respect to the need to retain lawyers for specific legal services and, together with the Chief Executive Officer, be the liaison with such services. *Note:* It is not the function of the Corporate Secretary / Legal Advisor to render legal services for which professional liability may arise.
4. Chair the Certification Review hearings and report to the Board as needed.
5. Advise the national organization concerning adherence to the national constitution and the need for revision.
6. Ensure the directors of the corporation are familiar with their rights and obligations as directors.
7. Attend Board of Director meetings, planning meetings and the Annual General Meeting.
8. Oversees the Society's risk register.

Skill Set

- Lawyer with 5 plus year of experience in corporate or business law preferred
- Understanding/knowledge of the Lifesaving Society business, activities and volunteer structure.
- Able to participate as a volunteer
- Able to direct or guide the Society to legal resources as required