

JOB OPPORTUNITY

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 45,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

The CFPC provides high-quality services, supports family medicine teaching and research, and advocates on behalf of the specialty of family medicine, family physicians, and the patients they serve.

Our Vision: Leading family medicine. Improving lives.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying, and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

Our Goals:

1. Advancing Family Medicine
2. One Unified Voice
3. Transforming the CFPC

Position Title:	Corporate Secretary
Vacancy#:	2026-09
Department:	Office of the Chief Executive Officer
Division:	Office of the Chief Executive Officer
Reports to:	Executive Director, Office of the Chief Executive Officer
Direct Reports:	No
Classification:	Individual Contributor
Status:	Permanent Full-Time
Full Time Equivalent:	1.0
Bilingual (English/French):	No
Salary:	\$116,421.84 - \$145,527.12

Summary

The Corporate Secretary is responsible for overseeing functions of the Board of Directors (BoD) and its' committees. The Corporate Secretary will also oversee governance, including bylaws and policies of the College of Family Physicians of Canada (CFPC) and the BoD. The incumbent will bring governance expertise, strategic guidance and ongoing support to organizational administration/policy.

Main Responsibilities include but are not limited to:

- **Essential Duties:**

Support the President and Directors in Boards Functions

- Set Board meetings working agendas.
- Manage Board workplan, oversee the development of preparatory backgrounders and post-meeting documents.
- Draft policy and manage policy documents.
- Interpret by-laws and corporate legislation.
- Facilitate by-law changes, manage internal processes, and assure regular meetings with the Office of the Chief Executive Officer (OCEO).
- Plan for Board development and learning opportunities to support Board functions.

Support Board Committees

- Board committees requiring principal support.
- Set meetings and schedules.
- Prepare working agendas.
- Coordinate workplans and facilitate pre-meeting briefings and post-meeting documentation.
- Create and oversee organizational policy documents.
- Develop, update, and manage policy documentation.
- Analyze and interpret by-laws and corporate legislation.
- Facilitate amendments and changes.
- Manage internal process and assure regular meetings with the OCEO.

Manage Internal Policies

- Manage internal policies for the CFPC.
- Coordinate across CFPC divisions and departments to assure all policies are kept in central repository, updated and follow consistent internal standards.

Strategic Planning

- Support strategic planning cycles including charting and reporting on progress.
- Flag areas of concern.
- Develop Request for Proposals (RFPs) to identify consultants as needed.

Other Duties as Assigned

- **Related Duties**

- Ensure effective and professional communications with all internal/external contacts.
- Develop and maintain collaborative relationships at all levels of the organization.
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation.
- Work in accordance with all health and safety requirements.
- Demonstrate behaviours aligned with the CFPC Values.
- Demonstrate competencies aligned with the CFPC Competency Framework.
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC.
- Participate on special projects as required.

- Participate on internal staff committees or working groups as required.
- Assist with the onboarding of new team members as required.
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required.

Requirements

- Undergraduate degree.
- 5 years relevant experience.
- Governance Professionals of Canada designation (GPC.D).
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in French is an asset.
- Advanced governance knowledge and business acumen.
- Advanced interpersonal and communication skills.
- Advanced time management, prioritization, and organizational skills.
- Advanced critical thinking skills.
- *Core Competencies:* Continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, influencing, work standard, facilitating change. Further details could be found [here](#).

Working Conditions

- Occasional evening/weekend work as needed
- Some travel (less than 10% of the time) for in-person events/meetings.

This role is based in Mississauga, and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. Our current hours of operation are Monday to Friday 8am to 5pm Eastern Time.

There is a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada.

If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the vacancy# 2026-09 to: careers@cfpc.ca by March 23, 2026.

We thank all those who apply for this opportunity. Only external applicants selected for further consideration will be contacted.

The CFPC is committed to equity, diversity, and inclusion in the workplace, and actively promotes a safe, healthy, and respectful work environment. Our hiring practices have been designed to ensure that applicants are protected from discrimination, human rights are respected, and individual needs are accommodated. We welcome and encourage applications from all qualified candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

Throughout the recruitment and selection process, please advise Human Resources if you require any accommodation(s).