Job Description

Corporate Secretary

Position Title: Corporate Secretary	**Date:** January 2027
Department: President's Office	**Reports To:** Director of Planning & Strategy, President's Office

Job Overview

The Corporate Secretary-Designate provides support to the President in fulfilling their responsibilities to the board. This role supports board members and senior management, ensuring excellence in corporate governance, regulatory compliance, and effective board administration. This role requires meticulous attention to detail, strategic foresight, and strong communication skills to facilitate board operations, maintain corporate records, and oversee regulatory filings. The Corporate Secretary also plays a critical role in fostering stakeholder engagement, ensuring transparency, and advising leadership on best practices in corporate governance. This position demands a high level of integrity, discretion, and organizational skills, as it involves managing confidential corporate information and ensuring adherence to legal and ethical standards for two distinct entities: Templeton World Charity Foundation and Templeton Religion Trust.

Key Responsibilities

Includes but not limited to:

Board and Committee Support and Relations

- Organize and coordinate all logistics for board and committee meetings, including scheduling, agenda preparation, and distribution of materials.
- Attend meetings to accurately record minutes, ensuring they reflect the board's actions and decisions.
- Maintain detailed records of board and committee activities to substantiate that directors are provided with appropriate information for decision-making.
- Manage communications with board members, including preparing and distributing meeting notices, proxy statements, and other relevant materials.
- Coordinate logistics for annual general meetings and any special shareholder meetings, ensuring compliance with legal requirements, including organizing travel and accommodation for Board Members.
- Assist in the induction and training of new board members, ensuring they are well-informed about their roles and the Foundation's governance framework.
- Collect, review, and negotiate related contracts and final billings, as needed.
- Administer and maintain Board Portal.
- Process reimbursements, honoraria, and letters for Board records.

Corporate Governance and Compliance & Regulatory Filings and Compliance

- Ensure the company's governance framework is developed, established, and maintained in accordance with statutory and regulatory requirements.
- Maintain a Register of Directors/Trustees, Officers, and Members in all jurisdictions, as necessary,

and obtain all vital documents, such as a Certificate of Good Standing or Certificate of Incumbency, once all filings are complete.
- Advise the board on corporate governance best practices and assist in implementing board decisions.
- Monitor changes in relevant legislation and regulatory environments, ensure the company's compliance, and advise the board accordingly.
- Ensure compliance with relevant laws and regulatory requirements, including the timely filing of statutory returns and forms.
- Liaise with external partners, regulators, and advisers, such as lawyers and auditors, on compliance-related matters.
- Produce confirmation of corporate status, as and when needed, on behalf of the organization.

Record-Keeping and Documentation

- Maintain and organize all corporate documents, including policies, statutory registers, disclosure information, compliance records, and shareholder correspondence.
- Oversee the filing of required corporate documents with appropriate government agencies, ensuring timely and accurate submissions.
- Assist with event planning support for TWCF-related events and meetings (e.g., Inter-Foundation Meetings, Steering Committee, Meet The Grantee Series, and Annual Meeting).

Competencies

- Deep knowledge of Bahamian corporate law, governance codes, and regulatory frameworks. Ability to ensure compliance with local and international regulations.
- Expertise in scheduling, preparing materials, drafting minutes, and facilitating board meetings.
- Proficiency in maintaining corporate records, filing annual reports, and liaising with regulatory authorities.
- Ability to assess corporate risks, uphold ethical standards, and provide guidance on conflicts of interest.
- Understanding of corporate structures, board member rights, and financial reporting.
- Ability to communicate effectively with board members, executives, and external stakeholders. Excellent writing skills for reports, minutes, and regulatory filings.
- Ability to manage complex information, ensure precision in board documentation, and maintain meticulous corporate records.
- Strong ethical standards and confidentiality when handling sensitive corporate matters.
- Capability to analyze complex governance issues, anticipate risks, and provide strategic recommendations.
- Ability to manage relationships with board members, regulatory bodies, and legal advisors.
- Ability to take initiative in ensuring compliance, governance best practices, and board efficiency.
- Ability to manage multiple responsibilities and meet tight deadlines in a corporate environment.
- Staying updated on evolving corporate governance trends, legal requirements, and regulatory changes.

Education Requirements

- Bachelor’s degree in Business Administration, Law, Finance, Corporate Governance, or a related field from an internationally recognized, accredited university or college is preferred

- A Master's degree, MBA, or professional certification (e.g., Chartered Secretary [ICSA/CGI], Certified Corporate Governance Professional [CCGP], or Corporate Compliance Certification) is strongly preferred.

Required Experience

- Minimum of 4+ years of experience in corporate governance, legal or regulatory compliance, knowledge of different governance structures (e.g., Trusts or Foundations), or corporate secretarial functions.
- Experience working with boards of directors, senior executives, and regulatory agencies is essential.
- Familiarity with corporate law, securities regulations, and governance frameworks relevant to The Bahamas.
- Prior experience in the financial services sector or with offshore entities is advantageous.

Success in this role requires

- Intellectually humble, open-minded and curious
- Passionate commitment to the vision and mission of Sir John Templeton
- Exceptional organization and strong attention to detail
- Emotional intelligence, maturity and discretion
- A high degree of confidentiality, integrity and honesty
- Ability to exercise good judgment and decision-making under pressure
- Technological proficiency and comfort with office/business equipment
- Ability to develop positive working relationships with team members
- Humble spirit and desire to work for the benefit of others
- Diplomatic and approachable