

## ENTER THE REWARDING WORLD OF INSURANCE!

People's Insurance PLC is a fast growing business entity in the insurance sector, achieving benchmark industry standards with high profitability and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of a purpose-driven dynamic person who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards meeting the objectives of respective department functions.

### Board Secretary

#### Responsibilities

- Organizing Board, Board Subcommittee Meetings, AGM s and EGMs
- Ensuring that all proceedings of the meetings are minuted and that the minute books are maintained.
- Preparing Agendas, coordinating with the Management on Board papers and presentations and share extracts of Minutes and resolutions with relevant heads of departments for implementation of decisions.
- Ensuring that the Company complies with the Companies' Act and Listing Rules including making timely disclosures to the CSE
- Ensuring Compliance with Articles of Association TORs of Board Committees
- Filing documents at the Department of Registrar General of Companies.
- Drafting and updating Policies and Terms of Reference for Committees etc.
- Assisting/drafting disclosures/reports in the Annual Report in relation to corporate governance.
- Liaising with the regulator in relation to director appointments.
- Preparation of invitations to board meetings and the AGM in consultation with the Chairman of the Board.
- Acting as a channel of communication and information for non - executive Directors.
- Acting as a channel of communication with shareholders and ensuring good shareholder relations.
- Continually reviewing developments in corporate governance and Assisting/drafting disclosures/reports in the Annual Report in relation to corporate governance.
- Informing members of the Board on any changes in legislation or law, as necessary and helpful for the Board's ability to exercise their duties.
- Assist in the set up and support of legal management (drafting of contracts, review of contracts, terms and conditions) to the extent required by the Board of Directors.
- Legal advice and support in areas of corporate law, employment law, contract law and intellectual property, to the extent required by the Board of Directors.
- Provide personal administrative support to Board members as and when needed.
- Monitoring that all Board Committees are properly constituted and provided with clear terms of reference.
- Coordinating the inspection of Company documents as required by laws in consultation with the Board

#### Applicants should possess the following:

- Attorney-at-Law (AAL), preferably with an LLB Degree awarded by a recognized university/institute.
- Strong organizational and time management skills to meet deadlines.
- 10 years post qualifying experience preferably as an Attorney at Law of which at least 05 years' experience as Board Secretary in an Insurance /Financial institute.
- Knowledge of corporate governance and compliance
- Fluent in English language and possess excellent writing, note taking, transcription, and computer literacy (MS Office) skills

An attractive remuneration package together with the opportunity for further advancement in a team-driven environment awaits the selected candidate.

If the above position interests you and if you feel that you have it in you to meet these expectations, please forward a complete resume with contact details of two non-related referees within 10 days of this advertisement to the following address.

Only those who possess the above qualifications should apply.

Email: [careerspeoplesinsurance@plc.lk](mailto:careerspeoplesinsurance@plc.lk)

**(Please specify the designation that you wish to apply as the subject of the e-mail)**

