



**Position Title**

In-House Counsel

**Department**

CFO

**Reports to**

Chief Financial Officer

**Number of Direct Reports**

N/A

**POSITION DESCRIPTION**

**General Accountability**

Reporting to the CFO, the In-House Counsel serves as a business partner in the corporation, operating with discretion to achieve effective and efficient deployment of legal resources and providing legal advice and support as required.

The Counsel will oversee the corporation's compliance functions to ensure they are aligned with the objectives of the business and will assist the senior team in the formulation of responses to legal questions regarding current operations and future plans of the corporation.

**Key Job Responsibilities**

- Performs the legal services of the corporation as required, including:
  - Negotiating and writing drafts of contracts, leases, agreements, relationship documents and other legal documents;
  - Writing and updating by-laws as required, to ensure the Board Manual is up-to-date;
  - Assisting in the review of complex contracts for large projects;
  - Supervising and assisting in the preparation of civil cases for trial, and in the investigation of claims and complaints by or against the corporation;
  - Assisting with legal aspects of procurement.
- Develops and implements a record retention policy and process to store and track all agreements to ensure all are accessible and that any milestone requirements are met. This may include sourcing and implementing software to enable the security and tracking of documents.
- Provides legal counsel and guidance to Board, Officers and select employees of the corporation on various legal aspects and business considerations within assigned areas including in particular -Procurement, Finance, Sponsorship, Infrastructure, leasing issues.
- May provide legal counsel and guidance to the Board, Officers and employees of the corporation with respect to legislation and regulations that could materially affect the corporation.
- Designs, develops and implements the legal deployment model to deliver legal services



to the corporation, using a blend of in-house and external resources. Conducts a competitive procurement process to select external legal counsel to augment internal resources.

- Retains, assists, instructs and supervises outside counsel on legal matters, as appropriate. Works with outside counsel to receive best service and rates while focused on reducing the dependence on outside counsel.
- Prepares legal opinions of a more complex nature for the senior team and governing bodies; may attend various governing board meetings to advise on legal problems and questions.
- Provides legal support with respect to the corporation's business operations during contract negotiations and/or lease reviews and agreements.
- Supervises and participates in defense of lawsuits. Initiates legal action against those that commence activity that is improper or damaging to the interests of the corporation and defends the corporation in any legal actions; represents the corporation in both informal and formal legal proceedings, as required. May advise the CFO and CEO on the status of litigation on a regular basis and provide various options to handle that litigation. May implement the decisions of the CFO, CEO, senior team and/or the Board regarding litigation.
- As an observer to the Board and its activities, supports the Chair in maintaining a high standard for Board conduct and upholding policies and by-laws regarding Director conduct, with particular emphasis on fiduciary responsibilities.

#### **Internal Contacts**

- Chair/Board
- All Senior Team Members
- Staff

#### **External Contacts**

- Toronto 2015 partner organizations including: Canadian Olympic Committee, International Olympic Committee, Pan American Sports Organization, National Sports Organizations, Provincial Sports Organizations, International Federations; all levels of government and their agencies, e.g. Infrastructure Ontario, Crown corps, etc...
- Lawyers and paralegals; other professionals, e.g. accountants and consultants, subject matter experts
- Stakeholders including vendors, suppliers, community members, the general public

#### **Educational/Technical Requirements**

- LLB; member in good standing of the Ontario Bar Association
- Seven to ten years of professional legal experience in a business environment with particular experience in sponsorship agreements and litigation, drafting commercial instruments, Memoranda of Agreement, Letters of Intent, etc., complex leasing agreements, amending by-laws etc.
- Bilingual in English and French; Spanish fluency desirable



### **Personal Requirements**

- High level of integrity and confidentiality
- Excellent interpersonal skills
- Skilled and adept negotiator
- Excellent written/drafting/verbal/editing communication skills, preferably in English, French and ideally Spanish
- Highly developed research and report preparation skills
- Finely tuned analytical skills and able to craft effective and pragmatic solutions to challenging legal business issues and concerns; able to balance and temper legal advice/perspective with sensible and sensitive business acumen
- Maintains highest level of confidentiality on all matters

**Send your cover letter and resume to [info@toronto2015.org](mailto:info@toronto2015.org).  
Mark your subject line “Legal Counsel”.  
Deadline for applications is Friday, August 20, 2010.**

**We thank all applicants, however, only those who most closely meet our requirements will be contacted.**