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Toronto District School Board

Overview

Position: Senior Manager of Board Services – Toronto District School Board

Project #: 18495

Location: GTA

Years Experience: 6

Deadline Date for Application: October 28, 2011

Reporting to the Deputy Director, Operations, the Senior Manager - Board Services manages the secretariat services to ensure effective and efficient operations of the governance and access to information functions of the Toronto District School Board.

- Act on behalf of the Director of Education to ensure that all aspects of the Secretary of the Board function as mandated by provincial legislation are carried out
- Manage the Board's secretariat services as mandated by provincial legislation
- advising the Director, senior staff, the Chair and trustees on governance processes;
- Developing and advising on governance processes;
- Managing and supervising Board Services staff
- Ensuring compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Our Client



The Toronto District School Board is the largest school Board in Canada and the fourth largest in North America. TDSB has nearly 600 schools and serve more than 250,000 students each year. The Board is also supported by 22 publicly elected [Trustees](#). The Trustees work to ensure that all of students realize their potential and succeed. They are advocates for education and are the voice of the public, ensuring all concerns are addressed. The Toronto District School Board (TDSB) is first and foremost an educator of children and youth. It is their duty, with the support of families and the community, to provide their students with the skills, knowledge, and abilities they need to reach their maximum potential, now and throughout their lives. TDSB take that responsibility seriously. They the largest publicly-funded school board in Canada, and one of the largest in North America.

What you will do...

- Provide leadership and expertise to ensure the effective operation of the governance system of the Toronto District School Board
- Serve as the TDSB's senior officer on governance-related issues and the associated legislative and administrative matters
- Advise and assist the Chair of the Board, Trustees' and senior Board staff with regard to Board governance serving as a key resource at Board and Committee meetings, providing advice and guidance on procedural by-laws
- Act as point person for all activities related to municipal elections and works in concern and

cooperation with City of Toronto officials;

- Act as a resource for Chair of the Board, Trustees', senior staff and manage all requirements related to:
 - the holding of Board meetings, including preparation and distribution of notices, agendas, follow-up reports, minutes
 - compliance with provincial legislation with regards to governance and Board bylaws
 - establishment of Board committees
 - meetings of Board committees, including preparation and distribution of notices, agendas, follow-up reports to the Board, minutes
 - preparation and distribution of information provided to trustees either routinely or as required by trustees
 - maintaining and distributing a schedule of meetings for trustees;
- Develop, update and maintain the institutional records with regard to governance matters, and provides related information to the TDSB community.
- Manage all special projects related to Board governance, and facilitates the development, review, and revision of Board policies.
- Manage the process whereby members of the public make delegations to Board and committee meetings;
- Responsible for information available on the Board's Web site related to Board and committee meetings, including agendas, schedules of meetings and minutes;
- Develop and implement processes to provide senior staff with timely and accurate information about decisions and requests for action following Board and committee meetings;
- Provide effective leadership and management of the staff in Board Services responsible for supporting the Board of Trustees and the Committee meetings, including the Office of the Chair, and the Registrar;
- Manage and develop departmental annual budget;
- Manage all aspects of the freedom of information and protection of privacy process including:
 - responding to requests for information and privacy complaints under the terms of the Municipal Freedom of Information and Protection of Privacy Act
 - acknowledging receipt of requests and depositing fees
 - when necessary, clarifying requests with the requestor in terms of the legislation
 - requesting and obtaining the requested records from the appropriate Board department
 - determining whether the records are responsive to the request and eligible for disclosure according to the legislation
 - responding to the requestor with a decision within the legislated timelines
 - cooperating with the Information and Privacy Commission/Ontario if the requestor appeals the decision
- Work with the Board's legal counsel on complex and/or contentious access to information requests and monitors legal expenses related to MFIPPA as required;
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services;
- Other duties as assigned.

What you will bring...

- Degree in Public Administration (Master Degree preferred) with six years of progressively

responsible related experience, or an equivalent combination of education and experience;

- Certification as a professional parliamentarian;
- Knowledge of Board's bylaws, policies and procedures and an understanding of political and policy issues within the publicly funded school system;
- Knowledge of parliamentary procedures;
- Knowledge and understanding of applicable legislation related to the duties of the position which includes relevant sections of the: Education Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act;
- Knowledge of information management theory and recorded information management;
- Qualifications and/or experience working in an elected or public board environment;
- Effective interpersonal, strategic planning, leadership and management skills;
- Excellent written and oral communication skills including effective presentation skills;
- Previous supervisory experience with a proven record of effective leadership;
- Proven ability to communicate effectively (both orally and in writing) with trustees, staff, community, parents, students and external organizations;
- Demonstrated ability to handle matters requiring high levels of diplomacy, sensitivity and confidentiality;
- Demonstrated ability to manage a budget;
- Proven ability to prepare accurate minutes, reports and summaries; and
- Proficient computer skills.

What you should expect...

Must be available to work evenings and weekends sometimes with minimal or no notice
Travel across TDSB

Your next steps...

Email your resume to 18495@mandrake.ca Please ensure that the project number is in the subject line for efficient response to your email. Please note that only qualified candidates will be contacted.