
Position:	Board Relations Lead
Dept:	Strategy, People & Corporate Governance Division Legal Services & Corporate Affairs Department
Posted:	April 1, 2015
Internal Deadline:	April 15, 2015

Summary / Job Purpose

The Board Relations Lead is a unique role that supports the administration of leading edge and best practice governance for the organization under the overall direction and leadership of the President & CEO, and directly reporting to General Counsel, Legal Services & Corporate Affairs, within the Strategy, People and Corporate Governance Division. This position assumes the principal liaison role with the Board of Directors, acting to enable highly effective governance processes in line with the organization's mission, values and vision.

Our Mission: A New Kind of Health Care for a Healthier Community

This role supports the Senior Management Team in performing their duties and responsibilities consistent with the Board's policies.

Responsibilities / Job Duties

- Ensure the effective and efficient administration and operation of the Board and its committees and to achieve leading edge governance for the organization.
- Act as the principal liaison for the Board Chair and other Board members, providing them with the information, support and coordination required to ensure they can deliver on their duties.
- Ensure compliance with all corporate governance legal and regulatory requirements. This includes maintaining corporate records, files, correspondence, policies, minutes of meetings, Board tenure records, and Corporate By-Laws.
- Manage the Board Chair's external relations, including development of stakeholder meeting schedule and preparation of meeting material (i.e. briefing notes).
- Support the development of the annual Board work plan and manage the plan to ensure it is delivered throughout the year.
- Support the design and delivery of a director development program including orientation sessions for new and returning directors, under the direction of the Board and in collaboration with the Senior Management Team.
- Support the implementation of core annual Board processes and programming including:
 - Board succession planning and annual recruitment and nominations
 - Board evaluation
 - Annual General Meeting
- Support the annual Board budget, including ongoing monitoring throughout the fiscal year and addressing variances accordingly.

- Maintain the Board portal, in consultation with the Board of Directors, President & CEO, VP Strategy, People and Corporate Governance, and General Counsel.

Qualifications

- Undergraduate degree.
- Minimum 5 years' experience as a corporate law clerk or in executive coordination and/or governance will be a significant asset.
- Well-developed critical thinking and independent problem-solving skills.
- Experience in highly sensitive and complex interactions.
- Proficient computer skills and experience with Microsoft Office.
- Self-directed individual who possesses initiative combined with the ability to work independently with minimal supervision.
- Ability to successfully collaborate with a variety of multiple clients in a professional and organized manner.
- Experience in managing calendar activities and in preparing, designing, and distributing internal/external correspondence, including but not limited to: reports, presentations, proposals, letters, memos, and minutes of meetings.
- A customer service, professional and friendly attitude combined with a positive work performance and attendance record.
- Strong organizational and effective time management skills combined with the ability to prioritize tasks to meet the high demands and timeliness of day-to-day operations.
- Excellent communication and interpersonal skills combined with the ability to work effectively as a member of a dynamic team, and a wide range of other professional staff.

Interested?

Please submit your cover letter and resume to <https://careersen-trilliumhealthpartners.icims.com/jobs/2534/board-relations-lead/job>

Internal employees who believe they possess the necessary qualifications and experience for this position and who have been in their current position for at least six (6) months are encouraged to apply.

Trillium Health Partners is committed to fostering a healthy and positive work environment in accordance with applicable legislation, including the Occupational Health and Safety Act and Regulations, as well as the organization's policies and procedures. We will accommodate your needs under the Ontario Human Rights Code.

Applicants must be eligible to work in Canada.

We would like to thank all applicants for their interest in this position, however, only those selected for an interview will be contacted

Trillium Health Partners are recognized under the French Language Services Act

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. Trillium Health Partners will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.