



## JOB OPPORTUNITY

### About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 45,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

The CFPC provides high-quality services, supports family medicine teaching and research, and advocates on behalf of the specialty of family medicine, family physicians, and the patients they serve.

**Our Vision:** Leading family medicine. Improving lives.

**Our Mission:** Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying, and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

**Our Values:** Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

**Our Goals:**

1. Advancing Family Medicine
2. One Unified Voice
3. Transforming the CFPC

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<b>Position Title:</b>	Organizational Governance Manager
<b>Vacancy#:</b>	2026-13
<b>Department:</b>	Office of the Chief Executive Officer
<b>Division:</b>	Office of the Chief Executive Officer
<b>Reports to:</b>	Executive Director, Office of the Chief Executive Officer
<b>Direct Reports:</b>	None
<b>Classification:</b>	Management
<b>Status:</b>	Permanent
<b>Full Time Equivalent:</b>	1.0
<b>Salary:</b>	\$ 116,421.84 - \$ 145,527.12

### Summary

The Organizational Governance Manager is responsible for designing, implementing, and continuously improving College of Family Physicians of Canada (CFPC)'s governance framework for non-Board committees, provincial Chapter advisory structures, and Indigenous health committees. The role provides centralized oversight of mandates, terms of reference, decision rights, reporting relationships, and escalation pathways to ensure governance bodies operate effectively, align with CFPC's strategic priorities, and appropriately support executive and Board-level decision-making. The position serves as

the internal subject-matter expert on organizational governance, provides specialized governance advice to senior leaders and volunteer chairs, leads time-limited governance projects, and supports strategic plan reporting, Key Performance Indicator (KPI) tracking, and Chief Executive Officer (CEO) reporting requirements.

### **Main responsibilities include but are not limited to:**

#### **Essential Duties**

##### Organizational Committee Governance Framework:

- Design, maintain, and evolve an organization-wide governance framework for non-Board committees, including typology, mandates, authorities, and reporting relationships
- Develop and maintain standard templates for terms of reference and governance documentation
- Review and recommend approval of committee mandates and Terms of Reference (TOR)
- Maintain a centralized inventory (“single source of truth”) of committees

##### Chapter & Indigenous Health Governance Support:

- Oversee CFPC’s governance framework for provincial Chapter advisory and consultative structures
- Support Indigenous health committees by co-developing culturally appropriate governance structures and processes
- Ensure clear advisory pathways, escalation mechanisms, and documentation of recommendations to executive and Board-level bodies
- Promote culturally safe governance practices in collaboration with Indigenous partners

##### Decision Rights, Escalation & Risk Identification:

- Clarify and document decision rights (decide/recommend/review/inform) for committees
- Map escalation and reporting pathways to Executive Team and Board committees
- Identify governance risks, mandate overlaps, or structural gaps and propose mitigation options.

##### Governance Performance, Lifecycle & Compliance:

- Implement cyclical reviews of committees and advisory bodies
- Develop and track indicators of governance effectiveness (e.g., TOR currency, quorum, decision throughput)
- Ensure compliance with CFPC policies (conflict of interest, confidentiality, records management)

##### Strategic Planning & Governance Advice:

- Support strategic plan integration across governance bodies
- Lead time-limited governance projects
- Prepare governance related briefing notes and recommendations for review by senior leadership and the Board
- Deliver governance orientation, training, and change-management support.

#### **Related duties**

- Ensure effective and professional communications with all internal/external contacts.
- Develop and maintain collaborative relationships at all levels of the organization.
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation.

- Work in accordance with all health and safety requirements.
- Demonstrate behaviours aligned with the CFPC Values.
- Demonstrate competencies aligned with the CFPC Competency Framework.
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC.
- Participate on special projects as required.
- Participate on internal staff committees or working groups as required.
- Assist with the onboarding of new team members as required.
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required.

### **General management duties**

- Develop, provide input, and/or implement Policies and Procedures.

### **Requirements:**

- Bachelor's Degree in relevant field such as Public Administration, Business, Law, Health Administration, Political Science, or Indigenous Studies
- 5 years' relevant experience is required
- Project Management Professional (PMP) is an asset
- Governance Professionals of Canada (GPC.D) is an asset
- Portfolio Management Professional (PfMP) is an asset
- Management of Portfolios (MoP) is an asset
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in French is an asset
- Advanced knowledge of Governance, Strategic frameworks (e.g. Objectives and Key Results - OKRs)
- Advanced knowledge of Project Management methodologies
- Advanced knowledge of Legal and regulatory awareness, policy and compliance
- Advanced knowledge of budget planning and organizational planning (e.g. planning cycles, long-term roadmaps, prioritization models)
- Advanced knowledge of change management principles
- Related competencies: business acumen, customer focus, courage, positive approach, communication, building partnerships, influencing, building talent, inspiring others, driving for results, and facilitating change

### **Working Conditions:**

- Occasional evening and weekend meetings
- Occasional travel

This role is based in Mississauga, and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. Our current hours of operation are Monday to Friday 8am to 5pm Eastern Time.

**There is a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC).**

**If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the vacancy# 2026-13 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by May 5, 2026.**

**We thank all those who apply for this opportunity. Only external applicants selected for further consideration will be contacted.**

*The CFPC is committed to equity, diversity, and inclusion in the workplace, and actively promotes a safe, healthy, and respectful work environment. Our hiring practices have been designed to ensure that applicants are protected from discrimination, human rights are respected, and individual needs are accommodated. We welcome and encourage applications from all qualified candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.*

*Throughout the recruitment and selection process, please advise Human Resources if you require any accommodation(s).*