



CANADIAN COLLEGE OF HEALTH LEADERS    COLLÈGE CANADIEN DES LEADERS EN SANTÉ

## Position Profile

Position Title:                    Manager, Governance & Corporate Affairs  
Reports to:                        Executive Vice President  
Date:                                January 2022  
Location:                         Ottawa, ON  
Application Deadline:        February 3, 2022  
Submit to:                         [jcleroux@cchl-ccls.ca](mailto:jcleroux@cchl-ccls.ca)

## SUMMARY OF POSITION

Manages the activities of the CCHL Board of Directors by planning and managing the Board meetings and its committees, and by participating in agenda setting, meeting preparation, minute-preparation, and follow-up activities. This role supports the corporate governance of the organization.

Success in this role is defined as the delivery of well planned and executed meetings; timely delivery of accurate minutes following meetings; the development and maintenance of relationships with Board members.

The incumbent in this role requires strong communication skills, a high degree of self-direction and familiarity with Management, Board processes, and with the operational mandates of the Federal Not-for-Profit organizations (NFP) and how NFP's conduct business at the most senior levels. The individual interacts independently with Management and outside parties and enjoys working within a small entrepreneurial environment that is results and purpose driven.

For more information about the Canadian College of Health Leaders [www.cchl-ccls.ca](http://www.cchl-ccls.ca)

## KEY ACCOUNTABILITIES

### Board of Directors

- Works under the direction of the Executive Vice President, liaising and interacting with Board members, Chairs, and Management in order to set agendas and prepare for in-person and virtual Board and committee meetings
- Plans and manages the processes by which issues are presented to the Board
- Produces accurate and timely minutes, capturing matters for follow-up
- Proactively supports and liaises with the Board in preparing for and in follow-up to their Board Committee meetings, including clarification of meeting outcomes, recording motions, and tracking follow-up items from meetings
- Prepares meeting related materials - including workplans, draft minutes, draft agendas, ad hoc reports, PowerPoint presentations - and manages their distribution through an online portal
- Manages administrative tasks related to changes in Board members and ongoing corporate governance functions - including Board reference materials, and email distribution lists
- Maintains Board Governance and Administrative Policies, Orientation Manual and Board/Committee member lists
- Research trends in the field of Board governance and recommends changes in procedures, practices, and approaches to enhance governance and Board management
- Manages Board meetings and related committees (20-25 meetings/year) and the annual Board/Committee's meeting schedule
- Prepares and manages annual Board of Directors election process and Board of Director orientation session
- Verifies and approves for payment travel claims for Board Directors.

### Corporate Affairs

- Maintains and ensures compliancy with statutory and regulatory requirements, articles of incorporations for NFP corporate filings
- Provides practical interpretation of the CCHL By Laws and makes recommendations for action as appropriate
- Updates By Laws and submits compliance reporting for requirements under the Federal NFP Corporations Act.

## **Annual General Meeting**

- Organizes the Annual General Meeting including related materials and AGM script with other College staff.

## **Other duties**

- Maintains and schedules CCHL Staff meetings
- Performs various other duties as delegated or assigned including any special projects as they arise.

## **QUALIFICATIONS**

### **Education and Experience**

- Five to ten years of recent professional experience in administering corporate secretarial Board processes and procedures
- Corporate secretarial training (ICSA) preferred
- In-depth knowledge of relevant legislation and corporate governance practices
- Relevant university degree (i.e. Business)
- Demonstrated ability to plan and manage projects in an environment requiring co-operations, coordination, and flexibility to meet objectives
- Proven ability to work well under deadline pressure and produce results
- Demonstrated ability to work independently and as an effective team member, to take initiative, to be proactive in anticipating and responding to Board needs, and to manage multiple and changing priorities and deadlines

### **Skills and Attributes**

- High level of proficiency with MS Office Suite (Word, Excel, Outlook, SharePoint, PowerPoint, social media platforms etc.)
- Superior written and oral communication skills addressing all audiences, particularly Board and CCHL members and staff
- Strong attention to detail
- Strong listening skills with the proven ability to understand and synthesize complex issues or situations
- Outstanding, proven interpersonal skills, with the ability to communicate, maintain good relations with staff at all levels and influence others
- Ability to maintain confidentiality
- Self aware, emotionally mature, and able to manage self while managing workload demands; and
- Excellent organizational, time management, and prioritization skills

### **Asset**

- Bilingualism in French (written/spoken)

***Entrepreneurial spirit suited for fast-paced, results-based environment requiring flexibility to ever-changing needs.***

**Interested and qualified candidates may contact us by sending a resume and cover letter detailing your relevant experience to [jcleroux@cchl-ccls.ca](mailto:jcleroux@cchl-ccls.ca)**

*Only suitable candidates will be contacted for an interview*