



College of  
Massage  
Therapists of  
Ontario

# CAREER OPPORTUNITY

## GOVERNANCE ADMINISTRATOR (Full-time)

### WHO WE ARE

The [College of Massage Therapists of Ontario \(CMTO\)](#) regulates Registered Massage Therapists (RMTs) in Ontario. We are dedicated to excellence in protecting the public interest, guiding RMTs and promoting the highest possible quality of the practice of massage therapy.

### WORKING @ CMTO

This is a full-time position, permanent position that offers a competitive annual salary, a comprehensive benefits package, RRSP matching, and a professional development fund. Our collaborative team has a growth mindset and a strong dedication to our mission. Our offices are conveniently located just steps from transit at Davisville subway station in midtown Toronto. Under our “Remote First” working model, CMTO staff work remotely most of the time but are expected to work onsite periodically.

If you are looking to build a meaningful career in a highly varied role within a non-profit regulatory organization, then we can't wait to hear from you!

### ABOUT THE ROLE

Reporting to the Registrar & CEO, the Governance Administrator supports the Registrar, Board/Council and Senior Staff by acting as Board/Council liaison and managing all meetings and related governance processes.

### KEY DUTIES AND RESPONSIBILITIES

#### Communications and Stakeholder Relations

- Communicate internally and externally as required on sensitive, complex or contentious issues.
- Liaise with provincial government officials regarding public Council appointments, and other governance items as required.
- Organize and oversee Board/Council position elections.

#### Board/Council Governance Support

- Working with the Registrar, act as Board/Council liaison
- Responsible for ensuring compliance with relevant by-laws
- Responsible for updating and maintaining the governance handbook
- Make recommendations for governance best practices and modernization
- Manage the effective operation of the College's formal decision making, reporting and governance processes, such as:
  - Maintain and manage Council's and Executive Committee's planning calendar – an integrated picture of meetings, planning and governance cycles, annual milestones and decision points.
  - Assist with the development of the agenda, preparation and/or coordination of the meeting materials, including reviewing and providing the CEO with advice on materials being submitted to Council.

#### College of Massage Therapists of Ontario

1867 Yonge Street, Suite 810  
Toronto, ON M4S 1Y5

Phone: 416.489.2626

Toll-free (in Ontario):  
1-800-465-1933

[cmto@cmto.com](mailto:cmto@cmto.com)



College of  
Massage  
Therapists of  
Ontario

- Track Council decisions and, through the CEO, ensuring appropriate follow-up and report backs.
- Draft meeting minutes as required and maintains all governance records and relevant information throughout the year.
- Update and/or drafts Council policies.
- Coordinate the Board/Council election process and serves as the liaison with agencies and various levels of government regarding public Council appointment and other governance items as required.
- Provide administrative support for Council and non-Council members

### **Leadership and Management Support**

- Coordinate and manage all aspects of Board/Council, Executive committee, Management, and Registrar/CEO, and ad hoc meetings, including scheduling, deadlines, materials preparation, in person/remote and hybrid, minutes and action items
- Oversee and ensure effective coordination of meetings, conferences and events for the Office of the Registrar (scheduling, registration, travel, accommodations, facilitator arrangements, catering, venue, communications etc.)

### **SKILLS**

- Advanced proficiency with Microsoft Office suite and Adobe
- Ability to independently manage remote and hybrid meetings. Must be comfortable with remote meeting technology.
- Knowledge of government processes for Board/Council appointments, and for effective liaison with government officials.
- Superior organizational and time management skills with a proven ability to multi-task and deliver on competing priorities in a fast-paced environment.
- Critical thinking, judgment and problem-solving.
- Ability to function independently, with an understanding of the Registrar's expectations and requirements and the ability to anticipate and communicate those.
- Demonstrated excellence in communications for both internal and external audiences, including government oversight bodies, professionals, and legal counsel.
- Ability to negotiate common ground between multiple parties to achieve results and manage conflicts when consensus cannot be found.
- Ability to build networks and demonstrate strong collaborative orientation in dealing with others.
- Ability to listen critically and patiently and respond intelligently, with tact and diplomacy.
- Trustworthy in dealing with sensitive and confidential information.
- Flexible, resilient, and resourceful in dealing with organizational change and shifting priorities.
- Fluency in French is considered an asset.

### **College of Massage Therapists of Ontario**

1867 Yonge Street, Suite 810  
Toronto, ON M4S 1Y5

Phone: 416.489.2626

Toll-free (in Ontario):  
1-800-465-1933

[cmto@cmto.com](mailto:cmto@cmto.com)



College of  
Massage  
Therapists of  
Ontario

## QUALIFICATIONS

- A post-secondary degree or diploma and 5 years' relevant experience in public administration, management support, governance, and/or regulatory affairs preferred, or an equivalent combination of education and work experience.
- Experience working in public administration, management support, policy, communications, Board governance or comparable staff roles, as well as demonstrated management, business analysis and/or policy skills.

## INTERESTED?

To be considered for this role, please forward your resume and cover letter to [resumes@cmto.com](mailto:resumes@cmto.com) on or by July 8, 2022. **Please state the job posting title and your name in the subject line of the email.**

*CMTO is dedicated to championing accessibility, diversity and equal opportunity and welcomes all applicants including but not limited to: all religions and ethnicities, persons with disabilities, LGBTQ2S+, BIPOC persons, racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, and others who may contribute to the further diversification of ideas.*

*We thank all applicants for their interest in CMTO. Please note, only applicants selected for an interview will be contacted. To support physical distancing, all recruitment activities including interviews and onboarding will be conducted virtually. Thank you for your patience and understanding during these challenging times.*

*CMTO is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [resumes@cmto.com](mailto:resumes@cmto.com).*

### College of Massage Therapists of Ontario

1867 Yonge Street, Suite 810  
Toronto, ON M4S 1Y5

Phone: 416.489.2626

Toll-free (in Ontario):  
1-800-465-1933

[cmto@cmto.com](mailto:cmto@cmto.com)