

JOB POSTING – BOARD GOVERNANCE COORDINATOR



Position Title: Board Governance Coordinator

Company: Calgary West Central Primary Care Network

Location: Calgary, Alberta

Application Deadline: December 15th, 2023

Contact Details: Elizabeth Maynes at emaynes@cwpcn.com.

Position Overview:

Status: Full-time, Temporary (12 months)

Vacancies: One

FTE: 1.0

Schedule: Monday - Friday, 8:30 a.m. - 4:30 p.m.

Location: Calgary Zone

The Calgary West Central Primary Care Network (CWC PCN) is a non-profit organization committed to a healthier future. We work alongside more than 475 family doctors to provide support for continuous health care.

We are seeking a Board Governance Coordinator to join our Governance & Organizational Operations team. In this role, you will be responsible for providing secretariat and governance services to ensure effective and efficient operations relating to Board and committee meetings. The role will include meeting coordination, agenda development, minute taking, drafting and revising Board policy, briefing note writing, and governance record management administration.

This is a full-time, temporary (12 month) contract. In this position, you'll primarily work from home with some occasional in-person work at our Main Office in Calgary. Therefore, the successful candidate must be located within Calgary or the surrounding area (e.g., Cochrane, Airdrie, Chestermere, etc.).

Responsibilities

Meeting coordination

- Coordinate Board and committee meetings, including creating meeting agendas, preparing documents, and managing the Board's electronic meeting and information sharing portals.
- Attend Board and committee meetings to take meeting minutes, track action items, and provide support in the delivery of presentations.
- Schedule and coordinate orientation meetings.
- Maintain the annual Board and Corporate Governance Activities Calendar and assist in carrying out its activities.

Writing and compiling documentation

- Draft briefing notes, summary documents, and reports for the committees and Board that meet all professional requirements (i.e., proper sentence structure, punctuation, formatting, spelling, grammar)
- Review and professionally format various documents, presentations, and reports as needed.
- Maintain various internal document templates and amend as needed.
- Assist with developing, researching, drafting, and consolidating the preparation of all informative materials and presentations for regular and ad hoc Board training, Board Governance Retreats, the AGM, and any other special meetings of the Board.
- Assist in the development, drafting, and preparation of orientation materials for new Board members.
- Draft and distribute appropriate correspondence for review, such as briefing packages, surveys, meeting materials, Board policies, and other reports to the Board.

Governance support

- Support in ensuring that all Board policies, procedures, Terms of Reference, and Articles of Association are up to date in accordance with governance best practices and in alignment with Accreditation Canada governance standards.
- Support in managing all internal and external governance records and related correspondence.
- Support in ongoing quality improvement and research work to ensure that the CWC PCN is on the leading edge of excellent governance practices.
- Support with coordinating and deploying Board and committee evaluations, as needed.
- Undertake appropriate post-meeting action to ensure implementation of decisions arising from meetings.

Administration

- Ensure timely and accurate filing of corporate governance documents, including, but not limited to, Board policies, meeting minutes, annual returns, budgets, business plans, and amendments to the Articles of Association according to the records retention schedule.

Qualifications

Education: A bachelor's degree in policy studies, business administration, communications, paralegal, or related is required. Equivalencies of education may be considered.

Experience: A minimum of two years' experience in an administrative capacity working with a Board of Directors is required. Experience with meeting coordination, preparing agendas, minute taking, meeting packages, and tracking policies and procedures is required. Equivalencies of experience may be considered.

Functional knowledge: Ability to type proficiently with speed and precision. Strong written communication skills and ability to draft correspondence and other documentation.

Technical: Microsoft Office (Word, Excel, PowerPoint, Teams), Microsoft Project, Monday.com, and databases.

Background check: A clear Criminal Background check is required to start.

Why work for us?

We have been recognized as an Alberta Top 75 Employer for 2023. Employees of the CWC PCN enjoy a competitive salary and benefits package that includes employer-paid premiums for health and dental benefits, health spending/wellness account, eligibility to contribute to our group RRSP plan and receive an employer match, flexible working options, generous vacation and personal time off allowances, education days, as well as professional development opportunities.

The CWC PCN is a leader in the provision of primary care through collaboration, innovation, and teamwork, creating healthy patients and satisfied providers.

The CWC PCN is committed to providing a physically, emotionally, and psychologically safe environment for all workers, patients, and visitors. We are also committed to promoting policies internally that ensure team members across the organization feel they belong and can perform to their best capacity in a supportive and respectful work environment.

How to apply

To apply to this position, please submit your application to the posting on the CWC PCN website. When you apply, please include the following:

- Resume
- Cover Letter

Due to the high volume of applications we receive, only those who apply through the CWC PCN website will be moved forward in the recruitment process. This is a necessary step as we require important information from our application form.

Our hiring practices ensure that all qualified candidates are considered and decisions are merit-based. We invite applicants of all racial and ethnic backgrounds, ancestry, religious beliefs, gender/gender identity, sexual orientation, age, family/marital status, and physical and mental disabilities.

The CWC PCN welcomes and encourages applications from persons with disabilities or those needing an accommodation based on any other protected ground. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request an accommodation, please email careers@cwpcn.com.

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.

Posting will remain open until the role is filled.