

## Manager, Governance and Board Services

**Posting Date:** October 7, 2022

**Location:** 55 Metcalfe Street, Suite 300, Ottawa, Ontario

**Job Type:** Permanent Permanent Full-Time

**Application Submission Date:** October 27, 2022

### About us

Engineers Canada exists to provide national support and leadership on behalf of the engineering regulators in Canada to promote and maintain the integrity, honor, and interests of the profession.

We foster a work environment that challenges and empowers employees, promotes learning, teamwork, and innovation, and recognizes achievement. Employees aspire to a high-performance culture that is focused on results and represents the combination of collaboration and clear direction with scope for autonomy.

We need great people, creative ideas, and effective management of our resources. We require committed individuals who can exercise leadership at all levels in the organization. Come and join our team!

### About the role

The Manager, Governance and Board Services contributes to maintaining the integrity of the Engineers Canada governance framework by providing support to the Board and Board committees as well as ensuring the successful delivery of meetings and an environment to promote effective decision-making.

To successfully deliver, the Manager, Governance and Board Services is efficient, exceptionally organized, detail-oriented, creative, customer-focused and produces work accurately and with speed. The Manager, Governance and Board Services has governance subject matter expertise and is experienced in supporting a Board and Board Committees,

all while providing recommendations for process and procedure improvements to better serve the Board Directors, as needed.

## Key Responsibilities

- Supports the Corporate Secretary in providing advice and acting as a resource to the Board and committees to ensure the maintenance of corporate records and compliance with Board policies and processes, governing documents, and applicable laws.
- Supervises and oversees the work of the Governance Coordinator and sets and maintains standards for annual governance meeting schedules and agenda materials.
- Manages the day-to-day operations and activities of the Board and committees, as follows:
  - Coordinates a cross-organizational team to plan, organize and deliver Board and Board committee meetings.
  - Plans and disseminates information to the Members, and to the Board and committees.
  - Maintains all Board policies and processes, ensuring the Board Policy Manual remains current.
  - Coordinates action items and results/outcomes of the Board's meetings to ensure Board approved policies and activities are carried out in the organization.
  - Oversees the development of bilingual Board meeting agenda books and meeting resources, working with volunteers and staff at all levels. This includes proofing and editing materials, ensuring a consistent approach to documentation.
  - Attends Board and committee meetings and drafts meeting minutes that ensure the accuracy and suitability of Board proceedings.
- Provides strategic advice and secretariat services to the Board's three standing committees (Governance, Human Resources, and Finance, Audit & Risk), as follows:

- Develops timely and accurate materials (work plans, agendas, briefing notes, presentations, speaking notes, policy revisions, etc.). From time to time this will include conducting research, compiling data, developing, and analyzing surveys, and preparing reports and other written documentation to serve the Board and committees' needs.
- Collaborates with others in the organization, including the members of the senior leadership team assigned to support the committees, and external consultants, as necessary, to execute the committees' work plans and develop supporting materials.
- Supports the committee chairs to prepare for meetings.
- Works with the President-Elect to implement the annual assessment of chairs, directors, and the Board.
- Coordinates the onboarding of new directors and provides support to the Board and committee members.
- Considers the impact of committee workflow and decisions on a strategic level.
- Ensures that the recommendations of the committees are properly put forward to the Board for approval or information.
- Provides input to and manages the implementation of areas as identified for continual improvement in governance. Designs and implements process improvements, including through use of the Board's management software for increased meeting efficiencies.
- Researches and leverages best practices in governance to contribute to continual improvement of the governance function.
- Develops positive relationships with staff, volunteers, and stakeholders.

## Education and Experience Requirements

### Education

- Graduate from a recognized University, or an equivalent combination of education and experience in governance.

### Experience

- Minimum of (5) five years of experience working directly with a board of directors or board appointed committee.

### **Key Competencies**

- Demonstrated ability to handle matters requiring high levels of tact, diplomacy, sensitivity, and confidentiality, with an understanding that errors in judgement or attention could lead to negative organizational impacts.
- Proven ability to work positively with internal and external customers in a busy, demanding environment with demonstrated attention to detail.
- Experience in agenda preparation, minute preparation, and drafting of written materials. Experience in managing competing priorities, projects, deadlines, and expectations of stakeholders.
- Experience working with volunteers in a professional association / not-for-profit organization.
- Ability to plan, prioritize, and complete assignments quickly and independently.
- Ability to effectively provide instruction and mentorship in areas of expertise.
- Proficient in the use of Project Management principles, practices, and tools with a track record of delivering projects on time and on budget.
- Experience working with volunteers in a professional association / not-for-profit organization.
- Strong organizational, interpersonal, problem solving and time management skills.

### **Desirable**

- Proficiency in the use of Microsoft Office 365 Business, SharePoint, Zoom and Microsoft Teams, On Board (Board Management).

### **Language**

- Proficiency in English is required; proficiency in French is an asset.

## About our working conditions

This is a full-time, permanent position that is based out of our Ottawa head office. There is a requirement to occasionally work weekends and evenings as well as occasional travel within Canada.

There is a requirement to work a minimum of (3) three days/week in the office for the first (3) three months of employment and to occasionally work weekends and evenings. This position may require occasional travel within Canada.

## About our hiring practices

Engineers Canada is committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. Please advise us if you require special accommodation. Upon request, accommodations due to a disability are available throughout the selection process.

*To protect the health and safety of its employees, Engineers Canada has implemented a COVID-19 vaccination policy, which requires all employees to be fully vaccinated against COVID-19, subject to any medical or other human rights grounds. Any offer of employment from Engineers Canada will be conditional upon the provision of proof of vaccination or proof of a medical reason preventing vaccination.*

## About our benefits



A National Capital Regions Top Employer since 2017, Engineers Canada provides a generous compensation and benefits program.

- Company events
- Flexible hours

- Extended Health care
- Dental care
- Vision care
- Employee Assistance Program
- Life insurance
- Disability insurance
- Employer Matching Pension
- Professional Development

## How to apply

Please click on Apply to submit a cover letter and resume, by October 27, 2022. If you have any difficulties with your online application, please contact us at [human.resources@engineerscanada.ca](mailto:human.resources@engineerscanada.ca)

*Please note that the personal information collected as a part of your application will be used to process your candidacy for employment. If you are the successful candidate, the information will form part of your employment record at Engineers Canada. If your application is not successful, the information will be retained for 6 months and then destroyed in accordance with Engineers Canada's Privacy Policy. To access Engineers Canada's Privacy Policy, click [here](#). Engineers Canada is not responsible for fees related to unsolicited resumes received from recruitment agencies.*