

Governance Specialist (Toronto and Hybrid)

Girl Guides of Canada–Guides du Canada (GGC-GduC), a national membership-based organization, empowers every girl in Guiding to discover herself and be everything she wants to be. Our mission is to be a catalyst for girls empowering girls. Together, we're building our vision of *A better world, by girls*.

GGC is actively searching for a **Governance Specialist**

ABOUT THIS OPPORTUNITY

The **Governance Specialist** is a member of the Executive Office team who provides vital support to the Board of Directors. Their mandate is to provide direction, leadership, and support to ensuring the continual and seamless operations for the GGC Board of Directors and Board Committees.

In the execution of their duties, the Governance Specialist has five key responsibilities: (1) lead the execution of governance operations and meeting administration, (2) lead all governance projects and events, (3) contribute to the creation of the annual departmental budget and event budgets, (4) support governance policy and compliance and (5) manage stakeholder relationships with Board Directors, Chairs, and staff.

To successfully deliver the Governance Specialist is efficient, exceptionally organized, creativity, customer focused and produces work accurately and with speed. The Governance Specialist has governance subject matter expertise and is experienced in supporting a Board and Board Committees, all while providing recommendations for process and procedures improvements to better serve the Board Directors, as needed.

RESPONSIBILITIES

The Governance Specialist will:

- Manage the day-to-day operations and activities of the Board of Directors and committees – including coordinating the work of the committees
- Collaborate with the Volunteer Engagement Coordinator on recruitment, succession planning, and orientation activities
- Conduct research, compile data and prepares reports and other written documentation per the Board and committees' needs
- Be responsible for the accuracy of governance SharePoint sites, Outlook distribution lists, meeting calendar and calendar invites, and governance tracking documents
- Establish, revise, and maintain records of governance operational procedures and business processes where relevant
- Design and/or implement process improvements - including new methods, processes and tools for efficient, effective and innovative ways of delivering leading practices in NFP governance
- Participate in monthly update meetings with the CEO and Manager, Executive Suite & Governance to review upcoming actions items and ensure agendas are framed well in advance
- Attend Board of Directors and Committee meetings (where appropriate) and act as the recording secretary who drafts accurate minutes
- Coordinate action items and results/outcomes of the Board's meetings to ensure board approved policies and activities are carried out in the organization
- Lead the coordination of forward business cycles and schedules for the operations of the Board and Committees
- Compile briefing materials, and the distribution of meeting materials in a timely manner.
- Lead the planning and execution of all governance related projects and events including annual events such as the Annual General Meeting (AGM), Board Retreat, and Board Orientation
- Provide clear, concise, timely and detailed communication to Board members about their involvement and participation in meetings, events and trips especially around travel arrangements and registrations
- Conduct site visits, make recommendations re: hotel/conference facilities, vendors hardware/software as required for off-site/on-site governance meetings and events
- Support the Board of Directors in accordance with GGC by-laws, board policies and all relevant statutory regulations through the creation and development of appropriate structures and processes
- Contribute to the creation of the annual budget, event budgets, projections/future forecasting and reconciling of expenses and charges to the budget
- Develop deliverables that presents information in a compelling, logical and clear manner based on needs and requirements of task/project and takes ownership for tasks and deliverables with the ability to understand the implications of findings and develops recommendations
- Develop a strong understanding of all aspects of the organization's operations and decision-making structure

YOU ARE AN IDEAL CANDIDATE & WILL THRIVE IF YOU:

- Have a post-secondary degree in Business Administration, Public Policy, or a relevant discipline
- Have at least 3-5+ years of experience supporting a Board and its committees, including proven minute-taking and meetings management skills
- Have a sound understanding of best practices in governance especially for the non-for-profit sector
- Have experience working within the non-profit or charitable sector
- Have project management training from an accredited college/university
- Have event and travel management experience

- Have excellent verbal and written communications skills
- Have intermediate proficiency with Office 365 (Word, Excel, PowerPoint, Publisher, Teams, SharePoint and Outlook), Zoom, Canva, Eply, Adobe, Survey Monkey and are a quick learner with new technologies
- Have a proven record of showing discretion and good judgement in handling confidential matters
- Have proven track record of building strong, collaborative and positive working relationships with various stakeholders
- Love problem-solving – no matter how trivial or complex the problem may seem, you will come up with a proactive solution and that is why people ask you for help when they are blocked.
- Stay calm under pressure – in fact its your default – you don't get flustered despite being pinged, called upon and interrupted.
- Earn trust everywhere you go, especially when it comes to supporting leaders and executives Are detailed-oriented, nothing gets by you and you don't drop the ball
- Can handle multiple tasks at the same time whilst managing multiple stakeholders and deadlines
- Are comfortable with ambiguity and understand context quickly
- Are quick and accurate in delivering results Are a self-starter who knows how to “run with a task” and can work both independently and with a team
- Are patient, welcoming, and customer-focused in your delivery of support as being helpful is your default
- Are agile and can shift priorities quickly to respond to regular changes in the team priorities Have a growth mindset and aren't afraid to fail fast and take ownership for your mistakes (hey we all make them!)
- Are hungry to learn and are always seeking to improve systems and processes
- Are high impact and low drama
- Are a strategic thinker, who thrives when you are helping and supporting others
- Are agile and can shift priorities quickly to respond to regular changes in team priorities

ASSETS INCLUDE:

- Knowledge of/experience with Guiding
- Experience working with a diverse population of volunteers within the non-profit sector

LOGISTICS:

This is a hybrid job with irregular hours (that includes weekend) and occasional travel.

Starting Salary: \$55, 231

If this sounds like a job tailor-made for you, apply today!

Send your cover letter and resume (as one file)

Attn: Lovely Batallones, Talent Acquisition Specialist via e-mail HR@girlguides.ca

This position will remain open until filled. Interviews will be conducted on a rolling basis.

Kindly reference the position title in the subject line of your email message.

Submissions without a cover letter will not be considered.

GGC-GduC is committed to diversity, equity and inclusion. We value a recruitment and selection process that is inclusive and barrier-free, and we encourage applications from people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity seeking groups.

Upon request, Girl Guides of Canada-Guides du Canada will make available reasonable accommodations for persons with disabilities during the recruitment process. Accommodation requests should be made in advance to People & Culture at HR@girlguides.ca.

We thank all candidates for their interest. Only those selected for an interview will be contacted.