

Board and Governance Manager

Job Description

The Board and Governance Manager is a member of the T-OCS Management team. Their mandate includes: (1) managing all areas of the organization and its client's governance operations and meetings (in particular all Board and Committees of Governance Professionals of Canada) and (2) applying their existing industry knowledge in the governance field to assist the President in developing programming, thought leadership, and identifying emerging trends and issues for governance professionals.

Key responsibilities will include:

1. The Board and Governance Manager works closely with the Board Chair of Governance Professionals of Canada ("GPC") and its Committee Chairs to manage the day-to-day governance activities of GPC's governance, including:
 - Lead the planning and execution of all GPC governance-related projects and events, including scheduling and preparing for all GPC Board meetings, committee meetings, annual events such as the Annual General Meeting (AGM), GPC Board strategic planning sessions, and GPC Board orientation.
 - Prepare agendas, deliver Committee / Board packages, and take meeting minutes for all GPC Board and Committee meetings for the review of the GPC Board Chair and Vice-Chair, and the relevant Committee Chairs
 - Oversee the life cycle of GPC policies, mandates and the record management of other GPC Board and Committee documents.
 - Maintain, review, and implement the Annual GPC Board and Committee Work Plans according to the GPC's Administrative Guidelines
 - Work with the respective GPC Committee Chairs to prepare the Committee Reports
 - Support the GPC Board of Directors in accordance with GPC by-laws, board policies and all relevant statutory regulations
 - Oversee the creation of GPC's annual AGM package, timelines and execution and ensure that the AGM is conducted according to the organization's Bylaws

2. The Board and Governance Manager is also responsible for tracking leading governance trends for content development for GPC, which include:
 - Conducting research to identify changing and leading governance practices to assist with content and programming
 - Consulting with practitioners in governance to learn about their key preoccupations
 - Supporting the Advocacy and Thought Leadership Committee in determining key priorities for the organization to track and report on
 - Compiling data and preparing reports recommending key changes in regulations or advances in topics affecting the governance professional
 - Identifying new subject matter experts, academics and governance professionals who can contribute knowledge and expertise on key practices for GPC

YOU ARE AN IDEAL CANDIDATE IF YOU:

- Hold the GPC.D designation
- 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 the ability to liaise with and advise Management and Board, foster relationships, and maintain neutrality
- Have a sound understanding of best practices in governance especially for the non-for-profit sector
- Are exceptionally organized, detailed and accurate
- Have meticulous writing skills
- Ability to take initiative, prioritize projects, meet deadlines and deliver results
- Comfortable with social media platforms, communication tools, Zoom and other meeting platforms, Microsoft Office including Excel and PowerPoint, and Diligent.
- Ability to work closely and collaboratively in a team environment
- Excellent organizational skills and the ability to thrive in a fast-paced environment
- Willingness to travel if required
- Bilingual (French) would be an asset

To apply or for more information email Lynn Beauregard, GPC President,
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