

STRATHROY MIDDLESEX GENERAL HOSPITAL FOUNDATION

Governance Specialist & Executive Assistant

Position Description

January 2022

Date: January 2022

Position Title: Governance Specialist & Executive Assistant to the CEO & COO

Location: Foundation Office, Strathroy Middlesex General Hospital, Strathroy ON

Work Type: Hybrid in-person and remote work environment

Reports to: Chief Operating Officer and Chief Executive Officer, Strathroy Middlesex General Hospital Foundation

ABOUT STRATHROY MIDDLESEX GENERAL HOSPITAL FOUNDATION

Strathroy Middlesex General Hospital Foundation (Foundation) operates a comprehensive development program in which donors are identified and stewarded their support of the Strathroy Middlesex General Hospital (Hospital). A donor centered approach to our supporters ensures that each donor is aware of the appreciation and impact their gifts have made on the patient, program, and service outcomes of the Hospital

Established in 1989, the Foundation has existed for 32 years. In that time, the Foundation has raised and transferred over 32 million to the Hospital in support of patient care equipment, building and renovation projects, new patient care programs and employee and physician education.

GENERAL STATEMENT OF DUTIES

This is a newly created position that will support the office of the Chief Executive (CEO) and Chief Operating (COO) Officers, and the Board(s) and their committees in their governance practices.

Reporting jointly to the CEO and COO, the Governance Specialist works internally with the CEO and COO and the Board of Directors and its committees of the following entities: the Foundation, 2518153 Ontario Inc, and SMGH Foundation Trust, to manage projects, activities, and resources within the governance structure.

They also provide a variety of specialized administrative support and services to the CEO and COO including scheduling meetings, preparing documents, and supporting the development of communication materials including media releases.

SPECIFIC DUTIES & RESPONSIBILITIES**Board Governance**

- Serves as a liaison between all Boards of Directors and management on board related matters.
- Provides governance leadership and coordination, including meeting agenda development to align with Boards' decision making around organizational priorities and Boards' duties and responsibilities.
- In consultation with the Chief Executive Officer, the Chief Operating Officer, and the Board and Committee Chairs, identifies issues to be addressed by the Board and Committees.
- Supports the Board Chair in performing he/she/their role, including the provision of appropriate briefing materials, and speaking notes for meetings as needed.
- Tracks meeting follow up items, monitors necessary Board approval, and provides guidance to Board and support staff.
- Schedules appropriate space for all Board Meetings (including committee meetings and the annual meeting).
- Recommends dates and locations following research into potential meeting conflicts and ensures governance requirements are met.
- Lead resource for all Board Reports and select committee meeting packages.
- Ensures drafting, distribution, approval, and maintenance of accurate and concise minutes of all Board and committee meetings.
- Serves as the primary support of the Board and committees, including maintaining a record of Board competencies, tracking term limits, administering, and compiling Board assessments.
- Drafts, revises, and finalizes the annual report, under the direction of the CEO.
- Develops and maintains the board portal using Microsoft Teams. Leads appropriate training and development of internal staff and the Board of Directors regarding the utilization of the portal.
- Ensures that all Board and committee meeting documents are posted to the board portal in a timely and accurate manner.
- Works with the Chief Executive Officer to coordinate review and revisions of bylaws, charters, policies, and other governance documents by the Board's Governance Committee.
- Maintains strong and detailed knowledge of these documents to ensure governance processes are consistent with governing documents.
- Drafts resolutions, executive summaries and other materials for Board meetings and committee meetings when required.
- Prepares clear and concise communications to Board members and executives regarding meeting details, updates, follow-ups, and announcements.
- Other duties incidental to the role and as required by the Chair and/or CEO, COO from time-to-time.

Individual Director Administration

- Liaison with individual directors as required by CEO and COO
- Develops and maintains database for Board Directors (resumes, bios, contact information, etc.)
- Develops and maintaining new Director 'on-boarding' documentation, in liaison with CEO, as well as supports the required annual individual Director regulatory filings and disclosures.
- Supports the drafting of orientation agendas/sessions to orient new Directors on a semi-annual basis, including updating and maintaining the Director resource center on the board portal.

Executive Support for The CEO And COO

- Coordinates the day-to-day administration, support and scheduling for the CEO and COO.
- Maintains daily calendar and schedule for the CEO and COO.
- Ensures the necessary background information and materials are gathered prior to meetings/appointments.
- Interacts with all levels of staff within the organization to expedite action on behalf of the CEO and COO.
- Receives inquiries and identifies priorities for the attention of the CEO and COO.
- Screens, organizes, and prioritizes, electronic and written correspondence, and composes and prepares memos and other correspondence as delegated on behalf of the CEO and COO.
- Responds to inquiries, internally and externally, ensuring appropriate actions, dissemination of information and follow up as necessary.
- Performs a variety of other administrative duties and support as required

Administrative Operations

- Uses project management techniques to manage the CEO's governance projects, including maintaining effective relationships and oversight with third party service providers.
- Maintains liaison relationship with legal firms who hold corporate records for each organization.
- Engages with Imagine Canada to provide annual reporting and ensure initial accreditation and reaccreditation requirements are met.
- Maintains the electronic and hard copies of contracts, leases, equipment, and office supplies, including ordering required repairs or upgrades of equipment, stationery, etc.

Education, Experience and Qualifications

- Minimum five (5) years corporate experience including event planning and board related experience in a similar governance position, or an equivalent combination of education and experience.
- Previous experience in a detail-oriented clerical/administrative role, preferably in a legal or paralegal environment.
- Previous experience working with a charity/non-profit Board.
- Post-Secondary education through completion of a post-secondary degree or diploma.
- Certified Meeting Professional (CMP) designation is an asset.

Skills

- Superior organization, communication, negotiation, and planning skills. Experience with contracts and vendors.
- Highly skilled in technology and software relating to communication, presentation, web-based products, audiovisual and virtual meetings (Microsoft Teams, Zoom, Cisco WebEx) and including Microsoft Office 365, Adobe InDesign, Adobe Photoshop, Adobe Acrobat etc.
- Ability to work independently, and multi-task.
- Ability to build effective rapport with internal and external stakeholders and maintain confidentiality.
- Skilled in interpersonal relations and working in a busy, deadline driven team environment.

Primary Relationships

This position reports directly and jointly to the CEO and COO.

During Covid-19 the successful incumbent may be required to work from home and will be required to attend the office from time to time in accordance with any health & safety regulations that are in place. SMGH Foundation will supply the necessary office equipment required. The successful candidate must be fully vaccinated against Covid-19, or provide satisfactory documentation indicating they are eligible for an exemption under the Human Rights Code of Canada.

If this position sounds like you, please let us know why by submitting your resume and cover letter by email to Susan McLean, CEO smclean@smghfoundation.com Please use the Subject Line: Governance Specialist and Executive Assistant.

Applications will be reviewed as they are received so we encourage candidates to apply as soon as possible. Application deadline January 28th. If your background and qualifications match the position requirements, we will contact you.