

Governance Specialist - London Administration

Expected Start Date: May 11, 2020
Posting End Date: May 2, 2023
Region: Administration - All
Full Time: Yes
Permanent: Yes
Location: Administration Office, 217 York St., London, ON
Expected Hires: 1

Career Opportunity

Building a career at Libro puts you at the center of a movement to grow prosperity in southwestern Ontario. You become part of a team that is creating change and making a positive impact – socially, economically and environmentally.

Libro has an opening for a passionately accountable **Governance Specialist** within our London Administration office. This key governance position takes a lead role in managing the work of Libro's Owner Representatives, the Board of Directors and associated committees, panels and task forces. As a subject matter expert, this role supports strategic initiatives and processes impacting corporate governance. ***Could you be Libro?***

*The **Epic Human** we are looking for will:*

- Oversee and facilitate the effective and efficient operation of Regional Councils and ad hoc committees.
- Support board governance initiatives and monitor for consistency with Owner Representative initiatives.
- Liaise, advise and provide governance counsel and confidential support to Owner Representatives, Director and management support staff.
- Provide expert advice, promote and support Owner Representative succession planning, candidate recruitment and election activities.
- Prepare and communicate relevant documentation for Owner Representative and Board of Director meetings.
- Attend meetings of Regional Councils, People and Culture Committee and the Director Recruitment Sub-Committee to support, advise and prepare minutes.

- Support strategic planning related to Libro's governance, including project planning and management, coordinating governing body approval, and monitoring implementation.
- Support the planning and execution of the Annual General and Special General Meetings.
- Support the orientation, continuing education and professional development of Directors.
- Maintain records including Director training, attendance and remuneration, restricted and related party database.

Qualifications

- University degree in Business or Public Administration; legal courses would be an asset.
- Work experience of 5 or more years working with senior executive and a Board of Directors.

*How we bring **Joyful** in our work:*

- Competitive salaries and employee pension plans
- Comprehensive benefit package including health, dental, and vision
- Generous vacation time
- Employee wellness programs
- Staff accounts and Staff rates on products and services
- Staff appreciation programs and awards
- Career development opportunities including tuition assistance
- A number of other great perks and rewards; fitness club discounts, technology offers, travel and entertainment deals, just for being part of our great team!

Ready to be Libro? Apply today at www.careers.libro.ca

As a multi-year Platinum Level Aon Best Employer in Canada, Libro demonstrates exceptional performance in employee engagement, leadership, performance culture, and employment brand.

If you are passionate about helping your community, interested in being part of a remarkable team, and want to help grow prosperity in southwestern Ontario - we want to hear from you!

Libro is committed to fostering a safe, healthy and inclusive work environment that inspires respect. Libro welcomes applications from persons with disabilities and accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

