



Manager, Board Governance and Privacy

OCAD University acknowledges the ancestral territories of the Mississaugas of the Credit, the Haudenosaunee, the Anishinaabeg and the Huron-Wendat, who are the original owners and custodians of the land on which we work, stand and create.

[OCAD University](#), Canada's largest and oldest art and design university, is a vibrant community of bold, curious and compassionate artists, designers and scholars who are imagining and creating a joyful, equitable and sustainable world. The University is an internationally renowned hub for art, design, digital media, research, innovation and creativity, and arts administration. It embraces collaborative and interdisciplinary approaches to change-making through art, design-thinking curriculum and research, making OCAD U a local, regional, national and global leader in art and design.

It is an exciting time to join the OCAD U community as the University is at a key stage in its institutional transformation, with the implementation of its [Academic and Strategic Plan](#) and guiding principles — driving positive impact; decolonization, indigenization and equity; environmental sustainability; emerging as a vibrant hub; student centered approaches; innovation in learning teaching and research; and financial stewardship.

Reporting to the Board Secretary and Director, Strategic Planning (BSDSP), the Manager provides leadership and day-to-day management of the Board Secretariat operations, as well as governance and administrative support to the Board of Governors and its standing and ad hoc committees. The Manager plays a critical role in supporting effective governance at the university, providing high-level support to the Board Secretary. The Manager also provides advice and support to university stakeholders on privacy compliance and access to information.

Summary of Responsibilities:

Board Governance

- Independently or in consultation with the BSDSP, where appropriate, provide governance, meeting and volunteer support for the Board of Governors, as well as related committees of the Board
- Provide logistical and organizational support for meetings of the Board of Governors and its committees, and related working groups
- Work together with the Secretaries of the Board of Governors and Senate to jointly provide effective and efficient secretariat support for the Joint Board of Governors-Senate Liaison Committee and its meetings and activities
- Maintain and coordinate the calendar for the BSDSP
- Work with the BSDSP, senior management and Board leadership to develop annual Board and Committee work plans and calendars
- Support the development of policies, procedures, and bylaws, ensuring consistency with legal and regulatory requirements
- Conduct research, and provide analysis and guidance on governance issues to support effective decision-making
- Review and edit reports prepared by others, ensuring that the Board Secretariat's standards of accuracy, completeness, and overall quality are satisfied prior to forwarding for information or consideration of governance bodies
- Prepare reports and briefing notes on behalf of the BSDSP or the President for the Board and Senate, as assigned
- Independently or in conjunction with the BSDSP, provide appropriate exchange of information and decisions between the Board and administration, and follow up as required on decisions and actions of the Board
- Provide orientation, training, and support to Board members to ensure that they understand their roles and responsibilities and can effectively contribute to the university's governance processes
- Maintain accurate and up-to-date records of the university's governance processes, including minutes, reports, and other relevant documents in keeping with best practices and regulatory requirements
- Provide logistical and organizational support for Board membership and appointment processes, including the

- Chancellor Search, Board Recruitment, and Board elections and committee membership processes
- Manage service recognition programs for Board members
- Provide support and guidance to the Chair, Vice Chair(s) and Committee Chairs of the Board, President and Board Secretary, as appropriate, in all duties contributing to the successful governance of the Board
- Provide assistance to the Board Chair, including accompany the Board Chair to meetings and events, as required
- Maintain and update sections of the university website pertaining to the Board
- Act as the Board Secretary's deputy in the absence of the Board Secretary

Privacy and Information

- Implement policies and procedures related to access and privacy of university records, respond to formal requests for access to university records, and investigate privacy incidents and complaints all under applicable access and privacy legislation
- Prepare the University's Annual Report to the Ontario Information & Privacy Commissioner
- Maintain and update sections of the university website pertaining to access to information and privacy matters
- Respond to queries about privacy matters from the OCAD U community

Office of the President

- Under the direction of the BSDSP, assist with initiatives related to the implementation of the university's strategic plan
- Execute projects and perform other tasks as assigned by the BSDSP
- Provide administrative support to ad-hoc committees/working groups, as required, including scheduling meetings, booking rooms, writing and editing minutes and preparing and distributing meeting materials

Supervisory Responsibilities:

This position does not have any direct people management responsibilities; however, it is responsible for providing functional advice and guidance to Chairs of the Board and Committees, senior administration, Senate Secretariat and others.

Qualifications:

- University degree with a graduate degree in a related discipline preferred, or equivalent combination of education and experience. A minimum of five (5) years of related work experience
- Experience in managing governance processes, and demonstrated experience in supporting board governance, whether in the public or private sector
- Experience and skill in interpreting legislation, by-laws, and policy
- Knowledge of and/or work experience with access and privacy legislation and related policies and practices, in particular the *Freedom of Information and Protection of Privacy Act* (FIPPA) and *Personal Health Information Protection Act* (PHIPA)
- Meticulous attention to detail is crucial
- Strong research and analytical skills, with the ability to synthesize complex information
- Strong organizational and administrative skills, with the ability to manage multiple projects, tasks, and deadlines simultaneously, and initiate and implement change while managing multiple projects
- Ability to deal with shifting priorities and competing demands, and work effectively under pressure
- Demonstrated ability to draft high-level meeting minutes, and technical documents such as briefing notes, by-laws, motions and policies
- Strong verbal communication skills, including expertise in dealing with situations and sensitive issues that reflect on corporate image
- Excellent interpersonal skills, with the ability to work collaboratively with people of diverse backgrounds, styles, and abilities
- Strong computer skills with a working knowledge of all Microsoft Office applications and videoconferencing tools and technology
- Self-directed and resourceful with a strong ability to quickly learn new systems
- Demonstrated ability to take initiative, work independently and participate collaboratively in a team environment
- Demonstrated professionalism, diplomacy, judgement and discretion in dealing with volunteers, senior administration and with confidential or sensitive matters
- Willingness and ability to work irregular hours, as required; evenings and weekends required on occasion

Compensation: Commensurate with experience, plus benefits and pension.

Hours of Work: Total of 35 hours per week. This is a hybrid role and subject to change depending on the needs of the department.

Application Deadline: Interested applicants are invited to submit an updated *resume and cover letter in PDF format by clicking this [link](#). The review of applications begins on **Friday, March 29, 2024**, and will continue until the position is filled.

*Please upload your resume and cover letter as one **PDF**, using the naming convention:
FirstName_LastName-JobCode

As an employer committed to employment equity, we encourage applications from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

We encourage members of designated equity-seeking groups to self-identify within the voluntary Applicant Questionnaire.

In order to alleviate the under-representation of racialized and Indigenous administrators, priority in hiring will be given to qualified racialized and Indigenous persons who self-identify as such in the application process. This initiative is a special program under the Ontario Human Rights Code.

OCAD University is committed to providing an inclusive and barrier free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process. Please [contact](#) People & Culture for more information or refer to [OCAD U's Policy of Accommodation in Employment for Persons with Disabilities](#)

All qualified persons are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.