

Senior Lead, Governance – Full-time permanent Opportunity

You'll feel great about a career with March of Dimes Canada

At March of Dimes Canada, **our collective work matters**. As a leading national charity backed by a history of more than 70 years of impact, we're dedicated to being Canada's leading service provider, resource, and advocate, empowering people with disabilities to live and thrive in communities nationwide. You'll be joining a team made up of more than 2,000 professionals that's **dedicated to solving big challenges** and creating real change for people with disabilities in communities across our country. They're at the center of all we do, and we make a real difference in their lives every day. It matters to us because **the need is urgent — and it's growing**.

More than six million people with disabilities in Canada experience challenges like poverty, discrimination, indignity, and isolation. These are the barriers that you'll help tear down. Together, with your vital contributions, we'll keep moving the dial on the challenges people with disabilities face. Our work is deep and wide — and you'll always find it deeply rewarding — which is why we pull together to make change happen. Our collective efforts are rooted in our **Purpose, Vision, and Mission**, which inform how we drive all our work forward:

- **Purpose:** Champion equity. Empower ability.
- **Vision:** An inclusive, barrier-free society for people with disabilities.
- **Mission:** To be Canada's leading service provider, resource, and advocate, empowering people with disabilities to live and thrive in communities nationwide.

Whether starting or advancing your career with us, you'll feel great knowing that you're:

- Contributing to our important mission: **creating real change for people with disabilities**
- Joining a **leading national charity** with a history of impact and a future full of possibility
- Enjoying **industry-leading employment incentives and benefits**
- Supported in your **professional growth, development, and success**
- Included in our **empathetic and supportive work culture**

Learn more about why we're a great employer at marchofdimes.ca/careers.

Roles and responsibilities

The Senior Lead, Governance role at March of Dimes Canada (MODC) provides confidential executive and management advice to the Office of the President and CEO, Board of Directors, other officers of MODC, and affiliated Boards (NPHC, MODC Foundation, and RFDP) and Committees with respect to governance.

As the successful candidate responsibilities will include:

- Executive Support to the Work of the Board
- Provide guidance to ensure a consistency for all secretariat and logistic support for the Board and Committees, including planning for Board meetings.

- Develop and ensure that consistent standards of agendas, minutes, reports, etc. are maintained at all times.
- Draft and review governance material for consideration and decision-making by the Board and Committees. This includes preparation of agendas and minutes of proceedings. Proactively support the President and CEO, Board Chairs, and Executive Leadership in the development of Board meeting goals, themes, and agendas.
- In collaboration with the Executive Assistant, develop orientation and training schedule for Board and committee members.
- Serve as the Recording Secretary at National Board meetings.
- Support the Board and committee recruitment, nomination, and appointment of new Board and Committee Members.
- Develop and annually review the Board Orientation program.
- Oversee the development of the Board's Budget and monitor and submit for approval any day-to-day expenses for the Board, Committee and Subsidiaries Communication
- Develop and maintain communication materials related to governance and MODC policy for use by all Board and Committees.
- Research, develop content and review draft publications to ensure they are accurate, clear and comprehensive. Respond to queries from community members with respect to MODC governance.
- Ensure effective and quality communications are maintained between the Board and the President and CEO, and other members of the Executive Leadership Team as required.
- Ensure that the material contained in the Board portal is kept relevant and current.
- Partner with Brand Marketing department to ensure the Board slate on MODC site is kept current; notify them of any changes or potential changes. Board Governance
- In collaboration with the President & CEO, serve as the lead contact with the Chair of the Board on matters of governance and assist the Board Chair, chairs, and Board members as required on matters relating to governance.
- Coordinate the preparation of the Board Manual and Committee Work Plans annually, ensuring appropriate updates and alignment with Management's meetings schedules
- Coordinate plans and resource requirements among and between the Board, Committees and Subsidiaries advising others of planned activities that will impact them.
- Provide advice as needed to the Chairs of the Board and Committees, executive and senior leadership.
- Ensure all Corporate documents including Charter, Bi-Laws and other such documents and materials of the Board are properly maintained and updated as appropriate
- Ensure the Board and Committees run efficiently and in accordance with non-profit governance best practices, ensuring they carry out their duties and responsibilities in compliance with relevant regulations, policies, procedures, and terms of reference.
- In partnership with the Vice President, Strategy, Research and External Affairs, coordinate and facilitate the planning and implementation of the Annual General Meeting by participating in the development of the theme, agenda, and programme for, the AGM.
- Provide support to the AGM business meeting including ensuring minutes are taken and that drafts and final minutes are prepared and circulated. • Ensure that an up-to-date copy of the bylaws is available at all meetings.

Qualifications and experience

- University degree or college diploma in a relevant field, or equivalent combination of education and experience.

- Minimum five years in progressively complex senior administrative and Board support roles including specialized knowledge of governance procedures and experience supporting C-level Executives, preferably in a non-profit organization
- General knowledge of issues and priorities in the non-profit sector
- Excellent people skills and ability to build relationships with the executive team, department leadership, board members, and other stakeholders, and deliver a personal, high-quality experience.
- A keen eye for visual presentation of all forms of written communication. Exceptional attention to detail in tone, visual formatting, and grammar in communications,
- Ability to identify executive and Board member needs and independently resolve potential problems.
- High level of professionalism, integrity and discretion.
- Excellent time management, organizational and planning skills; ability to adapt to different expectations, work accurately and effectively under pressure, prioritize and multi-task.
- Strong verbal and written skills.
- Well-developed interpersonal and conflict resolution skills.
- Proficiency with Microsoft 365, including MS Outlook, Word, Excel, PowerPoint, Teams, Forms and SharePoint

How to apply

If you are interested in applying, please submit your cover letter and resume by October 13, 2023 and apply online at www.marchofdimes.ca/careers

Questions about working at March of Dimes Canada?

For general inquiries, you can reach us at recruitment@marchofdimes.ca

COVID-19 Vaccination Policy

Please note that March of Dimes Canada has a mandatory COVID-19 vaccination policy. All employees must be fully vaccinated against COVID-19 by receiving all required doses of a vaccine approved by Health Canada at least 14 days prior to the commencement of their employment, or as otherwise recommended by public health authorities. We will provide reasonable accommodation to individuals who are unable to be vaccinated for medical reasons or on the basis of any other protected ground, as required under applicable human rights legislation.

Need accommodations? We're here to help!

MODC is committed to a workforce that is reflective of the diverse populations we serve. We welcome applications from qualified individuals from all backgrounds and abilities. In accordance with accessibility and human rights legislation across Canada, MODC will provide accommodations to job applicants with disabilities and other protected needs. If you require accommodation, please notify us and we will work with you to meet your needs. We are committed to a selection process and work environment that is inclusive, equitable, accessible, and barrier-free.

Our Reconciliation, Equity, Accessibility, Diversity, and Inclusion (READI) approach

MODC is dedicated to building and advancing an inclusive and welcoming culture. It's also why we're focused on attracting, retaining, and supporting diverse people. Thanks to our progressive practices, team members of all abilities and backgrounds are encouraged to access the opportunities and supports they need to grow, thrive, and succeed. Our READI approach is rooted in our shared belief that championing equity and empowering ability starts by investing in our team members— and in our shared culture — so that we all feel included, safe, and confident at work every single day.