



Job Description for Position in TMG

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| Job Title: | Assistant University Secretary |
| Reports To (Title): | Associate University Secretary |

Department, Unit or Project Description:

Provide a description of the department, unit or project as background and context for the job.

The University Secretariat provides strategic and operational support to McMaster's governing bodies, namely the Board of Governors and the Senate and their committees. The department ensures that McMaster fulfills its obligations under the Freedom of Information and Protection of Privacy Act (FIPPA) and administers hearings held under the University's legislation and by-laws. Staff provide objective policy interpretation and procedural advice to all members of the McMaster University community.

Job Summary:

In a brief paragraph, summarize the overall job responsibility and why the job exists.

The Assistant University Secretary provides executive and administrative support to the Board of Governors, the Senate, and various committees supported by the University Secretariat. The incumbent prepares agendas and minutes, drafts briefing notes, and serves as liaison to external departments regarding submissions to the governing bodies. The incumbent routinely interprets and applies policies, responds to inquiries from stakeholders regarding the governing bodies, coordinates special projects, conducts research, and prepares reports. Additionally, each Assistant University Secretary is responsible for taking a lead role for specific processes, e.g., Honorary Degree Selection, Senate Committee on Appointments, etc. The Assistant University Secretary reports to the Associate University Secretary and receives direction from the University Secretary and other senior staff within the University Secretariat.

Accountabilities:

Describe the accountabilities of the job. It may be helpful to group these using the major job functions as headings. Structure each statement about the job to include: "Action Word" + "Subject" + "Specific Activities". List the accountabilities in order of importance.

All Assistant University Secretaries are responsible for items under Category A. Category B processes are divided equally between the Assistant University Secretaries

A. SUPPORT TO THE GOVERNING BODIES

- Coordinates administrative support for the Board of Governors, the Senate, and committees supported by the University Secretariat
 - Monitor and coordinate appointment terms for the Senate, Board and committees and compose new committee slates for review and approval
- Assigned a portfolio of governance committees for which the Assistant University Secretary:
 - prepares work plans, meeting agendas, briefing notes, reports, correspondence, and other documents
 - provides meeting logistics to committee members
 - coordinates the annual distribution and collection of forms and information from members of the governing bodies
 - serves as recording secretary

- ensures the committees' websites are up-to-date and coordinates website maintenance functions
- conducts research into past decisions for unique situations and assesses or determines appropriate actions/next steps
- responds to governance queries and provides advice on how to proceed, creates a library of previous inquiries and responses
- coordinates records management functions including ensuring that retention schedules are adhered to, and materials properly archived, both physically and electronically
- Ensures role-based email accounts are appropriately monitored and responses are documents and provided in a timely manner
- Serves as recording secretary for ad hoc task forces or working groups as required
- Thorough understanding of the mandates of assigned committees/councils and a familiarity with the mandates of all such bodies supported by the Secretariat

Governance Portal

- Updates access permissions, templates, and back-end components of the portal as required
- Ensures appropriate credential management practices are in place
- Provides training on portal use to committee members and front-end users as required

Other Duties

- Undertakes special projects, research, and preparation of complex correspondence on behalf of the University Secretary and Associate University Secretary
- Acts for the Associate University Secretary by attending meetings, providing advice, and answering questions
- Provides coverage in the absence of the Executive Assistant and other support staff within the department
- Provides support to the Hearings, Policy and Privacy Manager as required
- Other duties as assigned

B. PORTFOLIO OF PROCESSES

- The following five processes are each assigned to one Assistant University Secretary, in such a manner that there is an equal distribution of work.

1. Senate Committee on Appointments (SCA)

- Strong understanding of the Tenure and Promotion Policy, the Supplementary Policy Statements (SPS), the Terms of Reference for the SCA, and the approval requirements for tenure and promotion (T&P) files
- Primary point of contact with the Faculty Offices to ensure the timelines and requirements for the T&P materials and processes are understood and ensures meeting materials for SCA are complete
- Reviews tenure and promotion meeting packages for accuracy and completion, and contact Faculty Offices to address any problems. For the November 2021 SCA meeting, the materials were more than 6,600 pages.
- Re-organizes SCA materials for Senate approval
- Assigns tenure and promotion files to SCA committee members to review
- Drafts tenure and promotion letters for the SCA Chair's signature
- Strong understanding of the University Scholar (US) and Distinguished University Professor (DUP) Policy
- Drafts US and DUP letters for the President's signature

- Requires the ability to handle large volumes of materials under strict timelines
- Undertakes such other tasks as are needed to ensure the timely and effective support of the SCA

2. Undergraduate Council

- Expertise on the Terms of Reference for Undergraduate Council (UGC) and the Terms of Reference for UGC's committees (Curriculum and Admissions Committee, Certificates and Diplomas Committee and the Awards Committee) and the Policy on Academic Program Development and Review
- Expertise on the Academic Regulations and the Admission Requirements (both located in the Undergraduate Calendar) and other undergraduate policies
- Reviews UGC and UGC committee meeting packages for accuracy and completion, and contacts the Faculty Offices to address any problems.
- Primary point of contact with the Faculty Offices, the Arts & Science Program and McMaster Continuing Education to ensure the timelines and requirements for curriculum, admissions, awards, certificates and diplomas are understood
- Primary point of contact for enquires from the Faculty Offices related to unique situations. Determine appropriate procedure and provide advise for how to proceed.
- Updates and distributes the Undergraduate Council Manual annually
- Prepares the undergraduate curriculum packages and re-organizes the materials for UGC and Senate approval
- Primary liaison with the Convocation and Curriculum Officer (Office of the Registrar) regarding approved final versions of curriculum, policies, etc. for inclusion in the Undergraduate Calendar
- Requires the ability to understand, interpret, write, and communicate policies
- Undertakes such other tasks as are needed to ensure the timely and effective support of Undergraduate Council

3. Honorary Degree Selection

- Expertise on the Guidelines for Awarding Honorary Degrees and the Nomination Procedures for Honorary Degrees
- Primary point of contact with Faculty Dean's Offices, University Advancement, and members of the public for questions regarding the honorary degree nomination process
- Advertises timelines for honorary degree nominations to the McMaster community
- Receives honorary degree nominations and evaluates for completeness
- Supports the Honorary Degree Committee in the selection of Honorary Degree candidates by providing meeting materials, member assignments, and the assessment rubric.
- Prepares Honorary Degree Committee reports for Senate approval
- Conducts a social media search of potential Honorary Degree candidates and evaluates information found
- Drafts Honorary Degree letters for the President's Signature
- Undertakes such other tasks as are needed to ensure the timely and effective support of the Honorary Degree selection process

4. Elections and Nominations

- Expertise on the election procedures found in the Board By-Laws and Senate By-Laws

- Works with the Associate University Secretary to administer elections and nominations to the Board, Senate, and committees in accordance with the by-laws of each governing body
 - Serves as the primary point of contact for questions about elections
 - Liaises with UTS and the service provider regarding the use of elections software
 - Ensures elections are appropriately advertised and results are announced in a timely manner
 - Tracks term dates for members of the governing bodies and their committees and advises the Associate University Secretary of upcoming vacancies
 - Undertakes such other tasks as are needed to ensure the timely and effective support of the Elections and Nominations processes
- 5. Budget Process** *(this is a new set of responsibilities beginning Fall 2022 and the specifics are not yet clear)*
- Expertise on the Terms of Reference for the Budget Committee and University Student Fees Committee
 - Strong understanding of the University’s budgeting and investment cycles and processes
 - Primary point of contact with Financial Services, Human Resources, the Vice-President (Operations and Finance), the Provost and President and the Board of Governors regarding the Budget Committee, the Investment Pool Committee, and the Pension Trust Committee.
 - Supports the budget processes
 - Prepares letters for X signature regarding Budget Committee decisions
 - An interest and/or experience in financial and investment processes is an asset
 - Undertakes such other tasks as are needed to ensure the timely and effective support of the Budget Committee from time to time

| Qualifications: | |
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| List the minimum requirements for the job, as they exist now. | |
| Education: | <ul style="list-style-type: none"> ▪ University degree ▪ May consider a suitable combination of education and experience |
| Experience: | <ul style="list-style-type: none"> ▪ Several years of experience in the area of governance support as it relates to coordinating the work of committees and managing the flow of information between groups, preferably in a public sector environment ▪ Demonstrated ability to write for a variety of purposes including complex correspondence and meeting minutes ▪ Familiarity with the decentralized university environment and its constituency groups |

| Qualifications: | |
|---|--|
| List the minimum requirements for the job, as they exist now. | |
| Knowledge/Skills: | <ul style="list-style-type: none"> ▪ Ability to become conversant in the core concepts and terminology related to the work of the governing bodies, in particular the Board, the Senate and their committees ▪ Ability to advise on agenda preparation, meeting organization, formation of motions, appropriate follow-up actions, and methods of consultation with stakeholders ▪ Strong written and verbal communication skills for a variety of audiences and purposes ▪ Ability to determine what advice to provide to committee chairs and university personnel regarding terms of reference, policies, and best practices for University governance ▪ Sound judgement, discretion, and the ability to make decisions independently when dealing with routine matters, as well as confidential and sensitive materials ▪ Ability to develop working relationships with internal and external members of the McMaster community ▪ Ability to prioritize the competing demands of equally important issues while working on many complex issues at the same time ▪ Ability to independently prioritize a high volume of work to meet firm deadlines ▪ Ability to maintain tact and diplomacy ▪ Ability to assess what information can and should be released to stakeholders in the University community to maintain transparency and determine what information should remain confidential ▪ Ability to coordinate small and large meetings that often involve complex logistics and external parties ▪ Strong technical skills including the ability to use MS Office and Adobe software at an advanced level, administer databases, and update websites ▪ Ability to understand and appreciate diverse points of view about complex and often inter-related issues in a variety of contexts, such that the written record of a meeting can be captured succinctly, with clarity and precision ▪ Ability to apply principles to factual situations and work in a highly confidential environment ▪ Knowledge of University administrative and decision-making structures is an asset |

| Dimensions: | |
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| Provide relevant factual, quantitative information to demonstrate the size and scope of the job. | |
| Staff Supervised | <ul style="list-style-type: none"> ▪ Limited. ▪ May occasionally provide direction to Executive Assistant and other administrative support staff. |
| Financial Accountability | <ul style="list-style-type: none"> ▪ Limited. |

| Dimensions: | |
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| External Impact and Relationships | <ul style="list-style-type: none"> ▪ Moderate. ▪ The incumbent will regularly interact with members of the senior administration and governing bodies and/or their assistants, including external members of the Board of Governors, about substantive and operational matters. ▪ The incumbent will occasionally need to respond to individuals who are agitated, frustrated, or otherwise dissatisfied in some way. The incumbent will normally be able to refer these situations to more senior staff. |
| Operational | <ul style="list-style-type: none"> ▪ Significant. ▪ Under the direction of more senior staff, the incumbent coordinates business processes in support of the governing bodies, which often means managing concurrent priorities. ▪ Priorities can often change without notice and interruptions are frequent, so the incumbent needs to adapt accordingly. |
| Administrative | <ul style="list-style-type: none"> ▪ Moderate. ▪ The incumbent coordinates preparation of meeting agendas, minutes, and related documents. |
| Programs or Projects Managed | <ul style="list-style-type: none"> ▪ None. |
| Other (specify) | <ul style="list-style-type: none"> ▪ Not applicable. |

| Working Conditions: | |
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| Describe any working conditions that are a normal part of the job and are beyond that experienced in a typical office environment. | |
| Physical Effort: | <ul style="list-style-type: none"> ▪ Limited. ▪ Occasional lifting of office supplies such as cartons of paper. |
| Physical Environment: | <ul style="list-style-type: none"> ▪ Typical office environment. Incumbent will work in a cubicle setting. |
| Sensory Attention: | <ul style="list-style-type: none"> ▪ None. |
| Mental Stress: | <ul style="list-style-type: none"> ▪ Changing priorities and frequent interruptions. ▪ Unmovable deadlines. |

Leadership Capabilities:
This section describes the core leadership capabilities for McMaster University and is provided for information. **Do not edit this section.**

At McMaster we believe in the ongoing cultivation of human potential, leveraging the diverse talents of our employees and recognizing that everyone has the opportunity to be a leader in their own role. McMaster's core leadership capabilities are designed to nurture employee engagement through best people practices. All leaders will demonstrate these leadership capabilities:

Leadership Capabilities:

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| Takes a Strategic Approach <ul style="list-style-type: none">▪ Promotes McMaster culture and values▪ Understands global trends and impact▪ Anticipates challenges, risks and outcomes▪ Gathers key information and resources▪ Enables strategic plans through role | Communicates and Collaborates <ul style="list-style-type: none">▪ Identifies opportunities to collaborate with others▪ Generates trust and an inclusive environment▪ Listens with insight and respect▪ Leverages internal and community networks▪ Provides meaningful recognition | Drives Results <ul style="list-style-type: none">▪ Advances the University strategy▪ Delivers with integrity▪ Balances priorities to achieve success▪ Accepts responsibility and accountability for results▪ Takes prudent risks which enable innovation▪ Operates with fiscal responsibility |
| Champions Change and Innovation <ul style="list-style-type: none">▪ Acts as a positive change agent▪ Illustrates resilience and adaptability▪ Is bold in championing innovations▪ Identifies and fosters opportunities for continuous improvement▪ Seeks and utilizes feedback | Develops People <ul style="list-style-type: none">▪ Engages in personal, team and leader development▪ Celebrates and promotes diversity▪ Actions learning to enhance value of work▪ Inspires others using a coach approach▪ Provides balanced and timely feedback | Invests in Relationships <ul style="list-style-type: none">▪ Enhances the university brand, reputation and financial success▪ Builds relationships using a service model approach▪ Creates positive student, employee and partner experiences▪ Participates actively in community engagement▪ Demonstrates creativity in resolving issues |