

Position Title: Sr. Lead, Governance

Company: Ontario Medical Association

Location: City, Province: Toronto, Ontario

Application Deadline: July 31<sup>st</sup>, 2023

Position Overview: This position is responsible for the delivery of all governance related activities for the Governance department, Strategic Affairs.

Duties / Responsibilities:

- Supporting the Senior Director, Corporate Governance and Manager, Corporate Governance, General Counsel and other senior staff in governance-related matters and activities including providing advice on the interpretation and application of bylaws, applicable corporate law, governance policies, and governance related processes.
- Leading all aspects of support for assigned boards and board committees, working with appropriate staff from across the organization.
- Providing executive support to the chairs of various OMA governance bodies (which could include the OMA Board, OMAI Board, OMA board committees, and other key committees providing advice to the board) assigned.
- Staff lead for orientation, onboarding, offboarding, and professional development for the OMA Board of Directors, OMAI Board of Directors, and various OMA committees.
- Staff lead on Board Director, Board Chair, and Board Committee evaluation, including annual Key Performance Indicators.
- Coordinating reporting and oversight of all subsidiary and affiliate bodies to the OMA Board of Directors.
- Sharing governance best practices with the organization including subsidiary and affiliate bodies, constituency groups, various OMA committees, working groups and task forces, and OMA staff.

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