



### Governance Manager Job Description

The Governance Manager serves the Organization's needs according to governance best and innovative practices and, in doing so, executes all related obligations set out under the Organization's Rules and applicable legislation. In summary, this role includes:

- Providing continuity and consistency in the Organization's governance and regulatory compliance.
- Serving as advisory resource for the Board, CEO and management with respect to board and committee planning, the election, AGM, and annual report.
- In addition to identifying and applying governance best practices within the Organization, ensures all governance practices are streamlined, appropriate and robust.
- Serves as a primary liaison between the Board and staff.

### Details

Working with the Chair of the Board, Board Committees and the Management team, the Governance Manager will ensure that the governance function of the organization is executed in as effective and efficient manner as possible. Reporting to the General Counsel, you will serve the needs of the governance body according to governance best practices, provide continuity and consistency in governance functions and processes, and streamline governance processes and actions for the Board and the Management team. You will serve as the focal point among the Board, the Management Team and Members to ensure an adequate flow of information to enable the Board to effectively carry out its responsibilities. You will work effectively with staff by making decisions and setting directions for them.

### Experience:

You are a seasoned professional with a graduate degree in business, law or related field and 7+ years of proven management experience. You are a governance expert with financial savvy and strong operational and project management skills. Being a strong communicator, you possess strong leadership and relationship building skills, and have an innate ability to work with diverse stakeholders including the Board of Directors, senior management and staff, as well as a variety of external stakeholders.

### Reporting Relationships:

- Reports to the General Counsel with a dotted line reporting relationship to the Board through the Chair. The Board provides input into the performance of the Governance Manager via the General Counsel.
- Responsible for overseeing departmental staff which includes board and governance support positions.
- Coordinates and/or works as part of cross-functional teams, collaborating as necessary.
- Directs and monitors the engagement and performance of governance resources (consultants, suppliers).

