



### Governance Specialist

Under the direction of the Senior Vice President, Governance and Strategy, the Governance Specialist provides executive administrative governance support to ensure the effective operations of the Board and its committees.

Working collaboratively with senior leadership, the Governance Specialist prepares, plans, implements and updates electronic documents and filing systems in support of Governance and the Board.

This position will provide high quality, professional administrative support, whilst exercising confidentiality, tact and diplomacy skills in support of the Board of Directors. This individual will be confident in dealing with senior leaders across the credit union system and will build a network of colleagues in order that constant efficiency is maintained.

They will oversee ad-hoc small projects and have some decision-making authority/autonomy. This position requires tact and discretion in dealing with various stakeholders and must exercise good judgment in recognizing the scope of authority.

### Principle Accountabilities:

- Oversees board administrative tasks such as scheduling, meeting logistics and preparation of materials, annual filings, and updates to the Sharepoint site
- Organizes all board-related meetings; supporting the development of all related agendas and materials; recording meeting minutes; and tracking decision and action items to completion. This task is completed in conjunction with the CEO and Corporate Secretary.
- Acts as a primary resource to the [Organization's Board] committees.
- Coordinates logistics and gathering of briefing materials, and the distribution of meeting materials in a timely manner
- Supports the Board of Directors in accordance with the by-laws, board policies and all relevant statutory regulations through the creation and development of appropriate structures and processes
- Attends Board of Directors and Committee meetings and acts as recording secretary by taking accurate minutes
- Conducts research, compiles data and makes recommendations to improve board governance processes and the democratic structure model
- Prepares reports and other written documentation per the board and committees' needs
- Contributes to the creation of the annual budget, event budgets, projections/future forecasting and reconciling of expenses and charges to the budget
- Works with the Chair and Secretary on developing and implementing governance training plans for individual Directors and the Board as a whole
- Maintains Board reference material to ensure it is accurate and up-to-date.





Knowledge & experience:

- A minimum of 5 years previous experience in the same or similar position
- Post-Secondary education with a focus on the law, board governance, business administration or other related discipline
- Solid knowledge and understanding of corporate governance matters, as well as the roles, responsibilities and procedures of a Board of Directors
- Excellent organizational and planning skills, including the ability to coordinate large volumes of materials and work to concurrent and/or conflicting deadlines
- Superior oral and written communication skills with keen attention to detail.
- Initiative, confidence and good judgment to be able to work independently with minimal direction and to respond effectively to issues that arise in the absence of management
- Knowledge of grammar, editing and proofreading; detail oriented
- Strong project management skills
- Knowledge and understanding of Board By-Laws, related policies and procedures and legislation
- Demonstrated ability to communicate effectively with all levels
- Ability to manage a budget
- Proficient skills utilizing all Microsoft Office tools
- Strong analytical, problem solving and decision-making skills

