



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Closing Date: November 3, 2015

Manager, Board Governance (PG H)
\$93,301 - \$109,766 per annum

The Municipal Property Assessment Corporation, **Executive Office** branch in Pickering, requires a Manager, Board Governance. Reporting to the Executive Director, Board Governance, the successful incumbent will be responsible for the supervision of governance services to ensure effective and efficient operations relating to Board and Committee Meetings. This will include managing the activities of the Board by planning and managing meetings, participating in agenda setting, meeting preparation, minute preparation and follow-up activities.

RESPONSIBILITIES:

1. Board Administration and Communications

- Act as the primary relationship manager with other internal areas, build solid relationships, and promote awareness of and adherence to established Board procedures;
- Administer the preparation and/or review of all board correspondence, reports, presentations, Agendas, Minutes, action items and budget for the Board and Committees;
- Ensure that committee decisions and recommendations are presented to Chair and Board for approval;
- Provide support to the Executive Management Group (EMG) on issues to go before the Board, providing direction and background information, context and expected content for future reporting;
- Ensure timely and accurate information about decisions and requests for action are provided to senior staff following Board and Committee meetings;
- Manage the administration of the Board portal and Board Governance documents posted to the MPAC internet and intranet.

2. Board Governance & Operations

- Manage the preparation and maintenance of the Corporation's Board governance materials, including the Board Mandate, Terms of References, Charters and Board policies;
- Review Board governance procedures and best practices on an ongoing basis to support the development and implementation of enhanced procedures and policies, ensuring efficient administration and governance of Board operations;
- Draft Board and Committee reports on a variety of issues for Committee Chair, President, and/or Executive Director's approval;
- Liaise with respective authors of Board and Committee Reports, attachments and presentation packages for adherence to Board direction and background to ensure accuracy;
- Attend all Board and Committee meetings;
- Manage the preparation and maintenance of Foundation Briefing materials for on-boarding of new Directors of the Board, and coordinate the orientation of new Board Members;
- Responsible for co-ordinating and maintaining the Board's Education Strategy;

3. Executive Office Management

- Provide recommendations to improve administrative processes based on research of best practices in board governance;
- Oversee records management for the Executive Office including the filing of Board and Committee meeting minutes and reports;
- Assist with the management of the day-to-day operation of the Executive Office

4. Human Resources and Financial Management

- Manage and lead staff, which includes setting accountabilities, performance management, training and development and coaching and mentoring; and
- Provide input to annual Branch operational goals; identify unit operating budget requirements; monitor and forecast monthly allocations; identify and develop plans to mitigate variances.

LOCATION: MPAC Head Office, Pickering

QUALIFICATIONS:

- Completion of post-secondary education in Business Administration or a related field, completion of a corporate governance related program an asset;
- Minimum 5 years progressively responsible experience working with corporate governance procedures and legal requirements of Board of Directors or similar groups; experience with Corporate Board governance an asset;
- Solid knowledge and understanding of the roles, responsibilities and procedures of a Board of Directors/ Corporate Governance;
- Experience with minute taking and preparing Board and Committee materials including meeting agendas;
- Advanced proficiency in Microsoft Office applications;
- Working knowledge of Webex and Skype for Business applications is an asset;
- Excellent organizational and planning skills to coordinate large volumes of materials and work to concurrent and/or conflicting deadlines;
- Excellent interpersonal and communication (written and oral) skills;
- Strong tact and discretion in order to liaise with the Executive and Board of Directors;
- Strong commitment to professionalism and customer service excellence;
- Strong critical thinking and judgement;
- Proven leadership skills, with ability to direct and engage staff to achieve department and corporate objectives;
- Excellent research, analytical, problem solving and decision-making skills

AREA OF SEARCH: Open

To apply, please click on the Job Posting Details link ([Job Posting Details](#)), followed by the "Apply Online" icon within the job posting. Please use the Applicant Tracking System to create your Candidate Profile, upload your Resume and Cover Letter and apply to the posting by **November 3, 2015**. Please note, only applications submitted through the Applicant Tracking System will be accepted.

While MPAC thanks all applicants for their interest, only those under consideration will be contacted for interviews.