

Associate University Secretary
McMaster University

The link to the posting can be found here:

https://careers.mcmaster.ca/psp/preprdrd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SC_HJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=1001&customTab=MCM_STAFF_POS&IgnoreParamTempl=customTab

Position Title: Senior Governance Advisor & Associate University Secretary
Company: McMaster University
Location: City, Province Hamilton, Ontario
Application Deadline: September 20, 2021

Position Overview:

The Associate University Secretary is responsible for facilitating the operations of the Board of Governors and the Senate of McMaster University. Successful execution of that responsibility requires the Associate University Secretary to ensure that the Board's and the Senate's operations are coordinated with the flow of work from the administration and the committees of the two governing bodies while at the same time enabling the Board and the Senate to fulfil their legal responsibilities as detailed in the *McMaster University Act, 1976*. In the absence of the University Secretary, the Associate University Secretary serves as the Acting University Secretary and has responsibility for the operations of the University Secretariat.

Duties / Responsibilities:

Reporting to the University Secretary (who is the Secretary of the Board of Governors and the Secretary of the Senate and is the delegated head of the institution for purposes of the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, ch. F.31*), the Associate University Secretary is responsible for coordinating and facilitating the decision-making processes of the Board of Governors and the Senate. This responsibility includes:

1. In consultation with the senior officers of the University and the University Secretary, setting an annual work plan for the Board and the Senate to ensure that all matters receive appropriate approvals from the appropriate bodies and are presented to the Board of Governors and the Senate in a timely fashion.
2. Preparing the agenda, writing reports of committee recommendations and decisions, and ensuring that appropriate supporting documentation is provided for all items requiring Board and Senate decision and/or attention.
3. Providing procedural advice to the Board and Senate Chairs and the Chairs of the Board's and the Senate's committees.
4. Recording discussions and decisions at the Board and the Senate and the Board's and the Senate's committees.
5. Communicating the Board of Governors' and the Senate's decisions and directions to, as appropriate, the senior officers of the University, any or all segments of the University community, external agencies, the public.

6. Serving as a liaison between the Board, the Senate and the administration, the University community and the public, providing information and advice about the Board's and the Senate's policies, procedures and actions.
7. In the absence of the University Secretary, having final responsibility and authority with respect to McMaster University's compliance with the *Freedom of Information and Protection of Privacy Act*.
8. Arranging for and ensuring the safekeeping of legal documents and the permanent records of the Board, the Senate and their committees.⁹
9. Administering, in accordance with the Board's and the Senate's by-laws, elections of faculty, staff and student representatives on the Board of Governors, the Senate and various subordinate bodies as may be identified from time to time.
10. Providing administrative support and assistance to tribunals as required under various Board- and Senate-approved appeal and grievance procedures.

The Associate University Secretary performs such other duties within the University Secretariat as may be assigned from time to time. These duties include: coordinating the work of selection committees for the senior executive officers of the University (President and Vice-Presidents); maintaining extensive confidential files and data; handling sensitive and confidential material in accordance with the policies of the Board of Governors, the Senate and the University.

The Associate University Secretary functions at a higher level and with a greater degree of both independence and accountability than do the Assistant University Secretaries. In addition to performing the various Secretarial functions for the Senate and the Board of Governors and their committees, the Associate University Secretary must demonstrably have earned through the establishment of productive working relationships the confidence of the President and senior officers of the Administration and the Chair and Officers of the Board of Governors, such that s/he will be consulted about both the day-to-day activities (often of a sensitive nature) and the strategic direction of the University's governing bodies. Fulfilling these responsibilities will necessarily require the individual to be politically aware generally and thoroughly familiar with post-secondary issues provincially, nationally and internationally.

The Associate University is the key partner of the University Secretary in setting the overall direction of the University Secretariat both in terms of its day-to-day operations and its long-term strategic goals. To these ends, the Associate University Secretary participates with the University Secretary with the hiring of all Governance Coordinators and the office's Executive Assistant, and assisting with the supervision of and general direction given to the clerical/secretarial staff in the Office (including providing appropriate training, organizing the flow of work and ensuring that tasks are completed as required). Additionally, the Associate University Secretary must have a knowledge of both the theory and practice of corporate governance, especially within an academic context, and must maintain an ongoing awareness of developments in the area of corporate governance generally and specifically the implications of those developments for University governance.

Contact Details: Applicants should apply through the link provided.
 Andrea Thyret-Kidd, University Secretary, McMaster University