



Manager, Governance & Human Resources

Purpose

The Manager, Governance & Human Resources reports to the Vice-President, Corporate Services, and works closely with the President & CEO. The Manager, Governance and Human Resources is responsible for two portfolios; governance and human resources. This role provides effective delivery of advisory, administrative and organizational support, activity and priority planning, policy and procedure analysis and adaptation, and information management.

Key Responsibilities and Accountabilities

Governance

- Together with the Vice-President, Corporate Services, plans and facilitates board meetings, board documents, board filings and ensuring compliance with the NFP Act for the board and the Association;
- Assists the Vice-President, Corporate Services ensuring that both Board of Directors and all Committees are compliant with governance and best practices;
- Ensures accurate and timely filings with Canada Revenue Agency (CRA) and ensures other legal obligations.
- Ensures meetings are conducted in an organized and timely manner
- Manages all aspects of the affairs of the Board of Directors (Board) and its Committees in their leadership, accountability and responsibility with regard to governance. The Manager works to ensure the successful completion of the Board's annual work plan.

Human Resources

- Activates HR programs in the region including onboarding, learning curriculum, performance management, compliance, retention, recognition, health and safety
- Provides support on recruiting, interviewing, and hiring of new staff
- Assists the Vice-President, Corporate Services to ensure any legislative or regulatory updates are considered;
- Maintains and enhances the organization's human resources by monitoring overall HR systems, policies and procedures across the organization. Ensures the HR Manual is kept updated and well communicated within the organization.
- Leads the implementation of the performance management system that includes setting annual work plans, quarterly and annual performance appraisals, and performance development plans as required. Ensures these are conducted and documented for all workers in the organization.
- Maintains accurate and up-to-date employee files

- Provides oversight, management and organization of Human Resources records
- Support Services**
- Oversees the management of the CEO's office including the calendar of appointments, expense reports; composing and preparing correspondence and manages the planning, and coordination the CEO and Vice-President, Corporate Services' schedule is followed and respected;
 - Provides support to and coordinates with Vice-President, Corporate Services on premises and office related matters;
 - Ad hoc responsibilities as assigned by manager

Qualifications

- Bachelor's degree in a relevant area or similar qualification or equivalent knowledge and skills developed through professional experience
- Board management experience preferred
- Highly organized and effective in establishing and delivering on multiple priorities
- Strong analytical mind-set; applying a critical and contextual approach to information
- Ability to plan strategically, lead business processes, and manage corporate needs
- Effectively communication and interpersonal skills
- Excellent interpersonal and team skills
- Committed to continuous quality improvement
- Adaptable and flexible
- Respects requirements for confidentiality
- Exercises discretion

Application Process:

Canadian Marketing Association invites applications from all qualified candidates. Interested candidates should submit their cover letter and resume to Sartaj Sarkaria at ssarkaria@thecma.ca.

More about the Canadian Marketing Association

CMA is committed to community, professionalism and innovation and these core values touch everyone in our organization. To learn more, visit us at www.thecma.ca.

Should you be interested in learning more about this impactful opportunity with the Canadian Marketing Association, please apply today with your resume and a letter of introduction. Applications will be reviewed on a rolling basis and the position will be filled when the right candidate is identified.

The Canadian Marketing Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please note that during COVID-19 we are taking precautions and our team has transitioned to remote work-from-home. Though we expect this to be the case for the next few months, we are consistently and transparently adapting as we receive more information from the experts.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.