



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

MANAGER, GOVERNANCE

Department	Governance and Strategy
Position Summary	Reporting to the Director, Governance and Strategy, this position is responsible for managing governance, policy, research, planning, and corporate performance system programs, and processes. Through collaboration with the Director, the position ensures alignment of priority work with the strategic plan and manages corporate performance measures, targets, and reporting. The position is responsible for managing and maintaining a policy framework and upholding a regularized review cycle. It plays a lead research role for APEGS by determining various research topics that move the organization forward and by analyzing trends in the professional regulatory space that may have policy implications. The position is responsible for supporting council and its committees, as assigned, and is a member of the APEGS management team. It supports peers within the Governance and Strategy Department, as a member of the team and as back-up support.

Key Accountabilities and Duties

Governance

- Serve as a thought leader and provide recommendations that support effective governance and best practice for Council.
- Establish, on an annual basis, communicate, and manage timelines for the Council meeting schedule, including incorporation of Council strategic planning.
- Support the Director in promoting and managing volunteerism as an integral part of self-regulation of the professions. This includes, but is not limited to:
 - Development of strategies and tactics to encourage volunteerism on regulatory committees, boards, and Council
 - Recommendations on methods to develop a volunteer pipeline
 - Consulting with the Communications and Public Relations and Technology departments to develop innovative volunteer engagement strategies
- Develop and implement a system for coordinating, and compiling Council meeting materials in consultation with all contributing departments across APEGS.
- In consultation with the Director, Governance and Strategy (Director), manage the Council evaluation process and develop programs to support the mentorship, orientation, and training of newly elected or appointed Councillors.
- Act in the capacity of the association's recording secretary
 - Develop recording protocols and support functions across APEGS in implementing appropriate recording and governing processes for committees and boards
 - Create minutes and records of Council meetings and Council related activities (such as statute-required committee structures and approval protocols) that comply with legislative requirements and governance best practices
 - Manage Council-related record keeping in alignment with the APEGS record keeping policies and guidelines

- In consultation with the Director, support Council and its governance committee (such as Nominating Committee and Audit and Risk Management Committee) processes, including preparation of agendas, pre-read materials, management of minutes, and decision outcomes.
- Manage the annual Council and nomination election process, and implement programs to support the mentorship, orientation, and training of newly elected or appointed Councillors.
- Implement and manage an effective government relations framework.

Policy Management and Research

- In consultation with the Director, Governance and Strategy, develop, implement, and maintain a policy framework to ensure that policies are current, disseminated, and accessible across APEGS Council, committees, and internally.
- Research, analyze and recommend best practice governance and regulation policies and procedures including, but not limited to, business strategy, internal governance structures, risk management oversight, corporate performance measures and targets, and government relations activities.
- Proactively monitor and anticipate emerging trends in the legislative landscape. Assess potential implications to APEGS policies resulting from pending or amended legislation and regulations. Prepare and recommend policy amendments in line with the purpose and practices of APEGS.
- Establish, monitor and maintain guiding principles around how research will be managed and conducted across the various functions of APEGS. Provide guidance on survey methods, frequency, and application to ensure maximum utility of investments and outputs.

Strategic and Operational Planning & Corporate Performance Measurement

- Support the delivery of the organizational and strategic planning cycle
 - In consultation with Council and senior leadership, support the strategic planning processes that engage the full APEGS team, management, and senior leadership.
 - Ensure strategic planning materials are prepared well in advance of strategic planning sessions and negotiate contracts for facilitation services as needed.
- Manage corporate performance measurement system and processes, including working with the management team to monitor and report on performance metrics.
- Consolidate, analyze, and provide commentary on corporate performance progress-to-plan results generated from individual departments.
- With input from the management team, identify and propose performance benchmarks, thresholds, and targets for consideration by the senior leadership team and Council, that are grounded in best practice and reflect the desired outcomes and priorities of APEGS.

Operations

- Collaborate with peers to identify professional development priorities for the APEGS membership identified through regulatory programs, processes, or awareness of emerging issues.
- Support the PD program by providing input and subject matter expertise on content related to PD learning topics.
- Provide direct people leadership to any direct reports including all HR administration, onboarding, orientation, training, performance management, employee relations and safety.

- In consultation with the Technology Department, identify and participate in business process improvement and system automation initiatives.
- Manage the association's business continuity plan, in consultation with all departments of APEGS. Facilitate the identification of lead roles from each functional department of APEGS to create and integrate business continuity plans.
- Provide leadership in cross functional cohesiveness of the management group through processes and collaboration methods that align with operational plans, priorities, and processes.
- Actively participate in strategic and operational planning processes, as part of the management team. Apply the outcomes of APEGS planning and prioritizing exercises to guide governance focus and priorities, key performance metrics, and reporting.
- Recommend governance and strategic planning budgets and manage responsibilities in accordance with the approved budget.
- In consultation with the Executive Director and Registrar, fill in for the Director, Governance and Strategy, including:
 - Attending Committee/Board/Council meetings when Director is unable
 - Taking lead on resolving pressing issues, needed decisions, team-related issues, or meetings, in absence of Director

Qualifications

Education and Experience

- Post-secondary education with preference for a degree in Public Administration, Business, or Law.
- 5+ years of related experience in contemporary corporate governance, policy development, facilitating governance orientation and education with council, boards, or volunteers
- Experience in project planning, development, and implementation through effective change management processes
- Experience in training, supporting and guiding volunteer groups and committees is considered a strong asset

Knowledge, Skills and Abilities

- Working knowledge of legislative frameworks, with a demonstrated ability to develop policy and operating practices in alignment with the legislative continuum (Act, Regulations and By-Laws).
- Proven ability to collaborate with others to ensure a healthy and supportive work environment
- Proven ability to apply sound judgement and make decisions reflective of facts, protocol, and applicable policy guidance, while also demonstrating regard for any unique, complex, or sensitive circumstances
- Skilled in building trusted connections and maintaining effective working relationships both internal and external to APEGS
- Models effective, forthright, and respectful communication and interactions with internal and external contacts, with a strong commitment to help others be successful
- Demonstrated self-awareness, accountability of self, and personal capacity
- Demonstrated ability to adapt, and apply resiliency in response to change or unfavorable situations
- Demonstrated business acumen
- Proficient computer skills including demonstrated competence in Office 365