



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

Governance Coordinator

Department	Governance and Strategy
Job Summary	The Governance Coordinator is responsible for high quality, professional delivery and documentation of processes that support the APEGS Council and its governance committees (namely but not limited to the Nominating, Governance, Finance and Risk Committees) in fulfilling their roles and responsibilities. Reporting to the Manager of Governance, this position takes a lead role in organizing and facilitating board meeting preparations by recommending the annual meeting calendar, preparing agendas, minutes, and identifying and tracking follow-up actions. The role requires exceptional organizational and multi-tasking and the ability to interact and communicate with internal and external groups and individuals with the utmost professionalism. Beyond quality delivery, the coordinator is responsible to identify, recommend, and implement process improvements that are related to, or impact efficiency and effectiveness for areas of responsibility. This may include processes such as coordination with senior leadership, information management, and coordinating workflows to achieve deadlines.

Key Accountabilities and Duties

Council and Committee Support

- Serve as the main contact for Council correspondence, including meeting invites, logistics, annual declarations, and responding to councilor inquiries.
- Work in consultation with internal colleagues to ensure meeting and event logistics are planned and delivered in a professional, quality and efficient manner from a Council and committee needs perspective.
- Manage council learning and development memberships.
- Work with colleagues to draft committee meeting schedules and work plans that align with the Council calendar of meetings and events.
- Prepare and post quarterly meeting materials for governance committees and support coordination and communication with committee members.
- Prepare committee meeting minutes and related official records, for review and formal approval.
- Contribute to the development of committee meeting material by:
 - Conducting preliminary research and/or analysis
 - Drafting information, decisions, or discussion items.
- Develop PowerPoint presentations for Council and committee meetings, and other related governance initiatives.

Volunteer Processes

- Monitor and coordinate volunteer application and intake process.
- Assist in the Council nomination process by managing incoming applications. This includes tracking submissions, communicating with applicants, and coordinating the interview process.
 - Update and maintain nomination application processes, applying new technologies to streamline the applicant's experience.

Government Relations Coordination

- Support government engagement and events by:
 - Communicating with offices of government officials to coordinate meetings.
 - Preparing, sending and managing responses to invitations to government officials for APEGS events.
 - Researching, recommending and purchasing tickets and arranging attendance at relevant external events.

Process Improvement and Stakeholder Engagement

- Demonstrate flexibility and resilience in response to change or high-priority situations.
- Identify and resolve volunteer and stakeholder inquiries efficiently and with the utmost professionalism and diplomacy.
- Assess and implement improvements to internal governance and volunteer support processes.
- Contribute to the overall efficiency of the governance function by streamlining workflows and enhancing service to stakeholders.
- Contribute to the APEGS business transformation and digital transformation strategies for projects that directly or indirectly impact governance practices and processes.

Qualifications:

- Diploma or degree in Business Administration, Management, or a related field. A combination of academic qualifications and experience will be considered.
- Minimum 5 years of progressive experience administering processes for or on behalf of volunteer groups, boards, committees, and employees at all levels.
- Proven ability to develop strong internal working relations within and across departments to achieve cooperation and teamwork in meeting reporting and information dissemination deadlines.
- A professional verbal, written and in-person demeanour, gained through demonstrated experience relating to and working with diverse groups of stakeholders (government representatives, elected officials such as Board/Council members and volunteer committees).
- A passion for organizing information, schedules, timelines, records
- Highly skilled at planning and managing time in conjunction with unplanned priorities that arise in the midst of predetermined reporting and meeting cycles.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) is required.
 - Intermediate to advanced proficiency in Outlook and PowerPoint is required.
 - Advanced knowledge of Adobe is considered an asset.
 - Intermediate proficiency in Excel, SharePoint and Teams is preferred.
- Ability to work independently and as part of a team.
- Strong problem-solving and decision-making abilities.
- Embrace change and support organizational transformation initiatives in an observable manner through actions and words.
- Proven ability to collaborate with others to ensure a healthy and supportive work environment.
- Invests time and effort to build trusted connections and maintains effective relationships both internal and external to APEGS.
- Demonstrates self-awareness, accountability, and personal capacity.
- Demonstrates adaptability and resilience in response to change or unfavorable situations.
- Self-initiates through curiosity and a desire to simplify and streamline while adhering to high quality and reliable outputs.
- Demonstrates business focus and commitment to helping others be successful.
- Experience managing small projects to successful completion in a planned and organized manner.