

MANAGER OF GOVERNANCE

Department	Governance and Strategy
Position Summary	<p>Reporting to the Director, Governance and Strategy, this position is responsible for managing governance and policy frameworks, programs, and processes. The position aligns governance practices with applicable overarching legislation and bylaws. It is responsible for managing and maintaining a Board-approved (referred to as 'Council') policy framework, including a regularized review cycle. It plays a lead policy role for APEGS by monitoring key trends that may result in policy modernization. The position supports Council and its committees, as assigned, and is a member of the APEGS management team.</p> <p>A key responsibility of this position for the first 24 months will be to directly participate in an Act Review and Act Implementation project. The role will assess policy and implementation impacts resulting from anticipated changes to the Act and supporting by-laws that govern APEGS, and will be directly involved in the development and execution of implementation plans.</p>

Key Accountabilities

Corporate Governance

- Serve as a thought leader in 'good governance', providing recommendations that align with the size, complexity and purpose of APEGS, its governance committees, and Council
- Assess, establish, communicate, and manage the committee and Council meeting cadence in alignment with the strategic planning and Council renewal cycles
- Participate 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 attract and engage volunteers on regulatory committees, administrative committees, and Council
 - Active and ongoing management of a diverse volunteer pipeline
- Develop and implement a system for coordinating and compiling committee and Council meeting materials in consultation with all contributing departments across APEGS
- In consultation with the Director, manage committee and Council evaluation processes and develop programs to support the mentorship, orientation, and training of newly elected or appointed committee and Council members
- Act in the capacity of the corporate/recording secretary
 - Develop recording protocols and governing processes for corporate and regulatory committees
 - Review 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 records management policies and guidelines
- Support Council and its administrative committees (governance, nominating, finance, and executive) in informed and sound decision making through agendas, pre-read content, meeting management, and post-meeting actions.

- Participate in the annual Council renewal process and implement programs to support the mentorship, orientation, and training of newly elected or appointed Council members.

Policy Management and Research

- 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 policies and procedures including, but not limited to, business strategy, internal governance structures, and corporate performance measures and targets that support Council-approved policies
- Assess potential implications to APEGS policies resulting from pending or amended legislation and regulations. In consultation with management, prepare and recommend policy amendments in line with the purpose and practices of APEGS

Operations

- Provide direct people leadership to any direct reports including administration (i.e., time sheets, leave requests, delegation and work management support), 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
- 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 focus and priorities, key performance metrics, and reporting for areas of responsibility
- Recommend governance business plans and budgets, and manage responsibilities in accordance with the approved budget
- In consultation with the Executive Director and Registrar, provide support in absence of the Director, including resolving pressing issues, making needed decisions, or attending meetings in absence of Director

Qualifications

Education and Experience

- Undergraduate degree in law, business administration, or a related discipline is required.
- Minimum 5 years of related management experience, or subject matter expertise in contemporary corporate governance (e.g., regulations, policies, processes, and services, orientation, and education)
- Proven experience managing projects involving multiple stakeholders and/or cross-functional needs and interests
- A PMP designation is preferred; a change management designation is considered an asset
- Experience in training, supporting and guiding volunteer groups, elected officials, or committees is considered an asset
- A director or corporate governance certificate or certification is considered an asset

Knowledge, Skills and Abilities

- Demonstrated experience in project management disciplines involving cross-functional project team structures
- Working knowledge and demonstrated competence in Office 365
- 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 working business knowledge, including financial and budgeting acumen