

MANAGER OF GOVERNANCE & CORPORATE SECRETARY

Department	Governance
Position Summary	Reporting to the Chief Operating Officer (COO), this position is responsible for the development and management of 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, its committees and advisory groups and is a member of the APEGS leadership team.

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
- In consultation with the EDR and senior leadership team, lead the Council meeting process, including development of a meeting schedule for the year ahead, proactive schedule planning, drafting agendas, reviewing and disseminating pre-read and presentation content, establishing thoughtful timelines for preparation
- Support Council and its committees in informed and sound decision making through agendas, pre-read content, meeting management, and post-meeting actions
- Assess, establish, communicate, and manage the committee and Council meeting cadence in alignment with the strategic planning and Council renewal cycles
- Develop and implement a system for coordinating and compiling committee and Council meeting materials in consultation with all contributing departments across APEGS
- 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
- Manage and promote 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
 - Leadership of the Council evaluation process
 - Leadership of volunteer learning and development

Corporate Secretary

- Act in the capacity of the corporate 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
- Lead the election process in support of the Nominating Committee, including leading the annual Council renewal process
 - Implement programs to support the mentorship, orientation, and training of newly elected or appointed Council members.
- Ensure corporate secretary responsibilities are entrenched and operationalized as part of the governance and policy frameworks.
- As required and together with the Governance Coordinator, act in the capacity of Recording Secretary for Council and Committee meetings

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
- Develop, implement and maintain a process for determining and transparently communicating publicly-facing policies, including actively managing content to ensure it is relevant and timely.
- Research, analyze and recommend best practice governance policies and procedures including, but not limited to internal governance structures, and systems that support Council-approved policies and oversight responsibilities
- 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, including administrative bylaws
- Monitor legislative development and emerging trends in governance of self-regulating professions and applicable provincial and national legislation, as an input to strategic change and direction for governance.
- Acting as APEGS' designated Privacy Officer, enhance and direct the APEGS privacy program

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
- 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 leadership team.
- In consultation with the Continuous Improvements & Transformation department, identify and participate in business process improvement and system automation initiatives
- Apply the outcomes of APEGS planning and prioritizing exercises to guide focus and priorities, key performance metrics, and reporting for areas of responsibility
- Recommend business plans and budgets, and manage responsibilities in accordance with the approved budget
- In consultation with the EDR and COO and as required, fill in for the COO including resolving pressing issues, making needed decisions, or attending meetings on behalf of the Director

Qualifications

Education and Experience

- Undergraduate degree in law, business administration, public policy, or a related discipline is required. An equivalent combination of education, certification and experience may be considered
- 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 tasks involving multiple stakeholders and/or cross-functional needs and interests
- 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

- 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 business and financial management acumen
- 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