



CNIB

CAREER OPPORTUNITIES

Founded in 1918, CNIB is one of Canada's oldest and most respected charities. For 97 years, the organization has been Canada's primary source of support for people who are blind or partially sighted, providing crucial vision loss rehabilitation services to thousands of Canadians each day. With a dedicated team of more than 800 staff members and thousands of volunteers across the country, CNIB is proud to be there, every step of the way, for people who are blind or partially sighted and their families, from the crucial early childhood years through adulthood and into the autumn of life. We also work diligently to increase public understanding of vision health, and to advocate proudly for an inclusive society where no citizen is left behind, regardless of vision loss.

CNIB has ambitious goals for the future. Through our new strategic plan, CNIB is working to ensure that every Canadian who is blind or partially sighted has access to the full range of services they need to increase their independence and have more control over their own lives.

For more information, please visit www.cnib.ca or call **1-800-563-2642**.

Date:

November 5, 2015

Job Title:

Manager, Board Relations

Term:

Full Time

Location:

Toronto

Summary:

Reporting to the National Chair and Corporate Secretary the Manager, Board Relations is accountable for providing governance support and administration to the National Board and Sub Committees. The Manager, Board Relations is a key position within the organization that is responsible for developing strong working relationships and proactive communication channels with Board Members. This role will provide executive level administrative support to the Board Chair. Responsibilities will include meeting, planning, preparation, coordinating travel arrangements, drafting motions, agendas and other Board documents, and minute-taking during National and Sub Committee meetings. The Manager, Board will act in the role of liaison between the President & CEO, Corporate Secretary, Board of Directors and the Board Chair.

Essential Duties entail (but not limited to):

Board Administration and Communication:

- Responsible for management, planning and coordination of communications to all Board and Committee members.
- Schedules and coordinates meetings for the National Board and related Committees which includes preparation and distribution of agendas, Board packages and coordination of travel arrangements.
- Acts as the official recorder at the National Board of Directors meetings and Annual/Special Members meetings; transcribes minutes with appropriate follow up and distribution.
- Manages and administers the official corporate Membership list and coordinates the annual renewal process.
- Maintains the CNIB corporate archives and portal, including minutes, resolutions, policies, files, reports and related documentation.
- Manages the historical files and photograph collection for archival purposes to ensure the preservation of the CNIB history.
- Ensures timely execution of documents by the National Board Chair and other signing authorities as authorized by Board resolution from time to time.
- Reconciles monthly Business Travel Account for Board and Committee members.
- Oversees records management for the President's Office including the filing of Board and Committee meeting minutes and reports.

- Provides executive administrative support to the National Board Chair and Committees as required; ensures the Board Chair is apprised of all governance and operational issues related to the Board and Committees.
- Travels to various local and national meetings with Board Chair; acts in the role of Sighted Guide as required.
- Oversees the appropriate sections of CNIB.ca which pertain to governance and ensures that information is routinely updated. This includes but is not limited to:
 1. Updating National Board member biographies.
 2. Providing ratified Board member information (both national and provincial) to ensure that such records are up to date online and in Raiser's Edge.
 3. Updating the nominations website page and ensuring there is clarity on process and timelines.
- Provides recommendations to improve administrative processes based on research of best practices in board governance.
- Remains current in respect to statutory and legislative requirements and ensuring CNIB Board policies are in compliance.
- Assists the Corporate Secretary with respect to statutory and legislative requirements to ensure that CNIB operates in compliance with same.
- Other duties as assigned by the National Board Chair and Corporate Secretary from time to time.

Board Governance & Operations:

- Manages the preparation and maintenance of CNIB's Corporate Governance materials including the Board Mandate, Terms of Reference, Charters and Board policies.
- Reviews Board governance procedures and best practices on an ongoing basis to support the development and implementation of enhanced procedures and policies, ensuring the efficient administration and governance of Board operations.
- Attends all Board and Committee meetings.
- Responsible for the creation and maintenance of processes related to Board recruitment and orientation.

Philanthropy

- Collaborates with the Senior Director, Campaign Development in designing and hosting Board fundraising events and occasional in-person meetings with potential funders including scheduling, managing logistics, and assisting on-site.

- Supports the Chair in coordinating their external agenda and drafting potential funder correspondence and communications.

Qualifications: (Education, Training, Experience):

- Minimum 3-5 years of experience working with corporate governance procedures and legal requirements of Board of Directors or similar groups.
- Experience managing the responsibilities of Board administration and budgets.
- Completion of post-secondary education in Business Administration or a related field and demonstrated experience related to the duties and responsibilities specified or similar combination of education, skills and experience acceptable to CNIB.
- Must have experience dealing with confidential and sensitive information.
- Familiarity with electronic records management in a corporate setting.
- Experience working with people with vision loss is preferred
- Demonstrates working knowledge and understanding of the roles, responsibilities and procedures of a Board of Directors/ Corporate Governance.
- Advanced proficiency in all Microsoft Office applications.
- Excellent organizational and planning skills to coordinate large volumes of materials and work to concurrent and/or conflicting deadlines.
- Highly flexible and able to respond to new tasks.
- Advanced verbal and written communication and superior interpersonal skills. Portrays the appropriate professional image.
- Knowledge of Accessibility Standards and best practices.
- Willingness to work flexible hours including attendance at weekend Board and Annual meetings several times a year.
- Local, national and some international travel will be required
- Acting in the role of Sighted Guide to the National Board Chair and Committee members.

Closing Date for Applications:

November 30, 2015

Please Send the Application To: resumes@cnib.ca and quote the job title in the subject line

Please send cover letter and resume, and mention how you learned of this position.

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

CNIB: seeing beyond vision loss