

# Governance Specialist



**Girl Guides of Canada (GGC)** empowers every girl to be everything she wants to be.

We have embarked on an ambitious strategic plan to grow the Girl Guide membership, support our volunteers and create new efficiencies across the country. This is an excellent time to join one of Canada's most trusted youth serving charities. Come join our amazing team as we work together to achieve our vision **"a better world, by girls"**!

We are currently seeking a dynamic and efficient **Governance Specialist** who will provide support to the CEO and Manager of the Executive Office, senior volunteers and senior leadership. The successful candidate will be a self-starter, who can effectively juggle multiple tasks at once, works well under pressure with speed, accuracy and efficiency, is solution-oriented and customer-service-oriented, has superb attention to details and is comfortable working in a fast-paced environment.

## KEY RESPONSIBILITIES

**Governance Operations & Meeting Administration (50%)**

**Project Management (30%)**

**Policy & Compliance (5%)**

**Finance (15%)**

### The Governance Specialist will:

- Manage the day-to-day operations and activities of the Board of Directors and committees – including coordinating the work of the committee, processes of recruitment, appointment, orientation and departure of members
- Manages the preparation and results/outcomes of the board's meetings and their documentation to ensure board approved policies and activities are carried out in the organization
- Plan, execute, monitor and close out all governance related projects and events including annual events such as the Annual General Meeting (AGM), Board Retreat, and Board Orientation
- Conduct research, compile data and prepares reports and other written documentation per the board and committees' needs
- Provide clear, concise, timely and detailed communication to Board/Corporation members about their involvement and participation in meetings, events and trips especially around travel arrangements and registrations
- Update governance portal/Sharepoint, Outlook distribution lists, meeting calendar and calendar invites, governance tracking charts
- Establish, revise and maintain record of governance operational procedures and business processes where relevant
- Design and/or implement process improvements - including new methods, processes and tools for efficient, effective and innovative ways of delivering the best practices in NFP governance
- Provide all technical and administrative support for governance portal/Sharepoint, including training and troubleshooting
- Participate in monthly update meetings with CEO and Manager, Executive Office & Board to review upcoming actions items and ensure agendas are framed well in advance
- Attend Board of Directors and Committee meetings (where appropriate) and act as recording secretary by taking accurate minutes
- Support the coordination of forward business cycles and schedules for the operations of the Board
- Coordinates logistics and gathering of briefing materials, and the distribution of meeting materials in a timely manner.
- Conduct site visits, make recommendations re: hotel/conference facilities, vendors hardware/software as required for off-site/on-site governance meetings and events
- Support the Board of Directors in accordance with GGC by-laws, board policies and all relevant statutory regulations through the creation and development of appropriate structures and processes
- Contribute to the creation of the annual budget, event budgets, projections/future forecasting and reconciling of expenses and charges to the budget
- Develop deliverables that presents information in a compelling, logical and clear manner based on needs and requirements of task/project and takes ownership for tasks and deliverables with the ability to understand the implications of findings and develops recommendations



- Develop a strong understanding of all aspects of the organization's operations and decision-making structure

**You should apply if:**

- You embody the attributes of our core DNA – *welcoming, imaginative, courageous and enthusiastic.*
- You are creative, curious and passionate about GGC's future
- Work well in a fast-paced environment and are energetic
- You have experience working within the non-profit or charitable sector
- Can maintain a positive attitude in a changing climate
- Work well under pressure and tight timelines
- You have at least 3-5+ years of experience supporting a Board and its committees, including proven minute-taking and meetings management skills
- You have a post-secondary degree in Business Administration, Public Policy or a relevant discipline
- You have project management training from an accredited college/university
- You have event and travel management experience
- You have excellent verbal and written communications skills
- You have intermediate proficiency with Office 365 (Word, Excel, PowerPoint, OneNote, Skype for Business, and Outlook) and are a quick learner with new technologies
- You have demonstrated initiative and attention to detail
- You have a sound understanding of best practices in governance for the non-for-profit sector
- You have a proven record of showing discretion and good judgement in handling confidential matters
- You have proven track record of building strong, collaborative and positive working relationships with various stakeholders

**Logistics:**

- Must be able to work occasional evening and weekends and willing to travel within Canada

**Assets:**

- Experience using board portal tools
- Experience with Sharepoint and CRM
- French language skills

Submit a cover letter and resume (as one file) by **September 7, 2018** to:

*Leisa McKenzie – Manager, People and Culture*  
*Girl Guides of Canada–Guides du Canada*  
 50 Merton Street, Toronto, Ontario M4S 1A3  
 E-mail [HR@girlguides.ca](mailto:HR@girlguides.ca)

**\*Submissions without a cover letter will not be considered.**

Girl Guides of Canada–Guides du Canada (GGC) recognizes and values the richness of human diversity in its many forms, and therefore strives to ensure environments where girls and women from all walks of life, identities, and lived experiences feel a sense of belonging and can participate fully. This commitment to inclusion means our culture, programming, and practices encourage self-awareness and awareness of others; room for difference; and environments where girls and women feel safe, respected, supported, and inspired to reach their potential.

We thank all candidates for their interest. Only those selected for an interview will be contacted.

Upon request, Girl Guides of Canada–Guides du Canada will make available reasonable accommodations for persons with disabilities during the recruitment process. Accommodation requests should be made in advance to People & Culture.

