



Toronto District School Board

## Board Governance Administrator

**One (1) permanent, full-time position – Toronto, ON**

*Does your professional business experience encompass duties relating to board and committee meeting procedures and processes? If so, the **Toronto District School Board (TDSB)** has a unique opportunity to offer you within our Governance and Board Services.*

Reporting to the Manager, Board Services, you'll provide administrative support to facilitate the effective and efficient operations relating to Board and Committee meetings of the TDSB in accordance with provincial legislation, the Board's bylaws and governance processes. Your duties will include providing guidance on procedural matters to the committee chair and senior staff at standing and special meetings to ensure compliance with the Board's bylaws, assisting the Manager to prepare timely and accurate information about Board decisions, and acting as liaison with trustees, all departments, parents, community members and staff. You'll also provide training for end users and ensure ongoing effective operations of the Board's meeting management software and other related solutions.

### PRIMARY DUTIES

As the **Board Governance Administrator**, you will:

- Prepare, compile and distribute documentation (e.g. agenda, notices, materials, reports etc.) for Board and committee meetings;
- Record official minutes of the Board at standing and special committee meetings;
- Prepare the official records of decisions for both public and private records following standing and special meetings;
- Prepare, post and maintain official schedule of meetings and calendar of meeting dates;
- Attend Board and committee meetings;
- Support standing and special committee meetings including providing procedural advice and guidance to the committee chair and senior staff in accordance with Board bylaws;
- Provide information to staff and the public regarding official decisions;
- Maintain and update information on the Board's website;
- Manage meeting logistics such as tracking attendance, ensuring quorum, ordering equipment, arranging for conference calls, etc.;
- Assist the Manager with coordinating the process for members of the public to make delegations to the Board's committees in accordance with the Board's delegation procedure;
- Provide training to end users (e.g. trustees, staff) on the use of the electronic meeting management software;
- Ensure effective operations of the meeting management software including troubleshooting;
- Work with IT to resolve technical issues and operation of the electronic meeting management solution;
- Support the voting process during meetings, including the projection of agenda items, motions, amendments, vote results, etc.;
- Prepare ad-hoc and regular reports;

- Gather data and research information, collating and interpreting the information as required and providing the results in an appropriate manner;
- Maintain department records, ensuring accuracy and appropriate cross-referencing as required;
- Monitor, process and track expenses related to activities of the department utilizing SAP;
- Receive, track, forward, respond and/or follow-up on all inquiries (written, verbal and electronic), requests, incoming mail etc.;
- Provide support to the Ombudsman's office with receiving and tracking of information, inquiries and complaints;
- Provide support to special projects;
- Provide administrative back-up support to other staff members as required;
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services; and
- Other duties as assigned.

### **KEY QUALIFICATIONS**

To take on the role of **Board Governance Administrator**, you must have:

- Two-year community college diploma (e.g. Business, Legal) plus courses in Parliamentary Meeting Protocol with four years of progressively responsible administrative experience in a governance/corporate secretariat environment or an equivalent combination of education and experience;
- Experience supporting board and committee processes;
- Knowledge and understanding of the Board bylaws, related policies, procedures and Ministry directives;
- Knowledge of the requirements in the Education Act related to the Board's official records;
- Highly developed English-language skills including spelling, grammar, style and punctuation;
- Proven ability to prepare accurate minutes, reports and summaries of decisions;
- Proven ability to communicate effectively (both orally and in writing) with staff, trustees, community, parents, students and external organizations;
- Proven ability to organize and co-ordinate a diverse number of projects;
- Demonstrated ability to handle matters requiring high levels of diplomacy, sensitivity and confidentiality;
- Strong problem management, analytical and research skills;
- Proficient computer skills including electronic meeting management software (e-Scribe), word processing, spreadsheet, database and presentation applications (MS Office), Human Resources and Financial Information Systems (i.e., SAP), email and internet;
- Proven ability to work under pressure in order to meet frequent deadlines; and
- Proven ability in promoting equitable practices which value inclusiveness and diversity.

### **Special Requirements:**

- Will be required to work evenings and weekends, sometimes with minimal or no notice in order to meet service requirements.
- Occasional travel across TDSB.

**Salary range:** \$69,050 - \$82,859

This non-union position will be located at 5050 Yonge Street (wheelchair accessible).



Please submit a resume and cover letter, by **12:00 p.m., October 22, 2020, quoting competition #SCH II-20-0146NE** in the subject line, to:  
[application.submission@tdsb.on.ca](mailto:application.submission@tdsb.on.ca)

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

**We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.**

*We are an equal opportunity employer and adhere to fair employment practices*

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