

## Corporate Secretary and Senior Policy Advisor

The Council of Ontario Universities (COU) is the forum for Ontario's universities to collaborate and advocate in support of their shared mission to the benefit and prosperity of students, communities, and the province of Ontario.

Our work advances postsecondary education through collective advocacy, sector collaboration, and a range of shared services for our members. COU Secretariat is a collaborative team of professionals where each employee contributes directly to the success of the organization. COU is committed to equity, diversity, and inclusion and supports equal opportunity to all employees.

COU is seeking an experienced governance professional to join our Executive Team.

The Corporate Secretary and Senior Policy Advisor manages the support for the ongoing business of Council, including meetings and activities of the Council, Executive Heads, Academic Colleagues, and a wide range of member committees. As Corporate Secretary to COU Holding Association Inc., they manage support for the Budget and Audit Committee, the Board of Directors, Human Resources Committee, and the Members of the Corporation, and ensures compliance with policies and legislation. With a policy focus on governance issues, they manage support for the Council of Chairs of Ontario Universities, the Council of Ontario Universities Secretaries, university legal counsel, Freedom of Information and Privacy Coordinators, and Records Managers.

The Council of Ontario Universities invites applications from experienced professionals with backgrounds in the public, private, and not-for-profit sectors. We offer a competitive total compensation package, including professional development, and a close-knit and collaborative work environment.

COU is committed to the health and safety of its employees. COU has currently paused its mandatory vaccination policy however, new hires are welcome to report their vaccination status to HR on a voluntary basis.

### Key Responsibilities:

In this role, you will proactively:

- Serve as a member of the Executive Team and help determine strategic direction and multi-year project planning for the organization and ensure COU's corporate committees are well supported.
- Plan member meeting agendas and discussion topics one year in advance, tracking workflow and meeting material, and overseeing central tracking systems for agendas and material.
- Manage the delivery of high quality, timely and effective services to members by facilitating meeting arrangements, the provision of meeting materials, and follow-up for all the groups listed above, including the preparation of agendas that focus on strategic discussion issues, and chair's notes that provide context and outline desired outcomes. Accurately prepare

clear minutes and reporting emails that capture decisions made and action taken, and supporting rationale, while ensuring that the interests of members are properly represented and protected.

- Manage the delivery of an annual conference sponsored by the Council of Chairs, and other professional development conferences as required.
- Lead COU's constitutional review and advise on COU's compliance with applicable legislation, including Not-for-Profit Corporations Act.
- Conduct an annual review of the COU Committees staffing/appointment requirements and facilitate the identification of candidates for key corporate positions, including Chair of Council and Academic Colleagues.
- Manage record keeping and preservation of Council and the Corporation.
- Orient new Council, Board and Committee members to their role at COU and assist in the orientation of new staff about COU as an organization.
- Respond to or advise the President and members of the Executive Team on appropriate responses to, inquiries from the public and members regarding COU's purpose, function and activities, and the role of Council and Committees.
- Mentor direct reports to develop their capacity to fulfil their roles and responsibilities and understand the complexities and positions of the organization and our members.
- Manage assigned budgets to ensure good stewardship of organizational resources.
- Other duties and responsibilities as assigned by the President or requested by our members.

### **Essential Qualifications:**

The ideal candidate for this role will have:

- Degree in a related field or equivalent work experience.
- Demonstrated experience in governance policies and practices.
- Extensive work experience in a senior leadership position with demonstrated skills in the areas of operations, human resource planning and/or financial management.
- Extensive knowledge of the postsecondary education in Ontario and Canada.
- Demonstrated commitment to diversity, equity, and inclusion through continuous improvement and modeling inclusive behaviors.
- Superior ability to work effectively with others at all levels across the university sector, including University Presidents, Board Chairs and related stakeholder groups, and build trusted relationships.
- Superior capacity to present complex material to ensure understanding by a wide range of audiences.
- Superior interpersonal skills, including tact and diplomacy.
- Superior oral and written communication skills as well as superior proofreading and copyediting skills.
- Strong ability to manage committees and working groups.
- Strong ability to effectively prioritize and manage time.
- Strong understanding of and commitment to member service.
- Ability to teach, train, and mentor others, and create and maintain a positive work environment.
- Experience managing budgets and stewarding financial resources.



- Extensive knowledge of university governance structures and practices.
- Extensive experience in policy development and/or program delivery in the postsecondary sector.

### **Application:**

The Council of Ontario Universities welcomes applications from all those who are qualified and committed to advancing the collective interests of Ontario's universities for the benefit and prosperity of students, communities, and the province of Ontario.

**Please submit an application package that outlines your experience, suitability for the position, and your salary expectations to [COUrecruit@cou.ca](mailto:COUrecruit@cou.ca) by July 29, 2022.**

More information about the Council of Ontario Universities and our shared sector priorities can be found at [COU.ca](http://COU.ca).

The Council of Ontario Universities is an equal opportunity employer that values the strength diversity brings to the workplace. We are committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform us of your requirements.