QUEEN'S UNIVERSITY SUPPORT STAFF
POSITION SUMMARY

DEPARTMENT: University Secretariat

POSITION NUMBER: 00500743 INCUMBENT:

TITLE: Governance Officer GRADE: 8

JOB SUMMARY:

Reporting to the Director, University Secretariat, the Governance Officer provides support to the Director and the University Secretary to ensure the viability of the governance procedures of Queen's University and assists with the work of the governing bodies, primarily the Board of Trustees and the University Council. The Governance Officer provides executive support for a number of Board and Council committees and is responsible for ensuring that each committee fulfills its mandate and items referred to it for analysis, recommendation or action, by actively maintaining annual calendars of business for each committee, coordinating these calendars with the calendars of business of their respective parent governance bodies, facilitating regular meetings and follow-up with committee chairs, members of the University executive and others, as appropriate in each case according to relevant policies and procedures.

The Governance Officer acts for the Director as required by attending meetings, conducting research and providing advice and guidance to governing body and committee members and University officials. The Governance Officer delegates work and provides advice and guidance to other staff members in the University Secretariat as necessary.

KEY RESPONSIBILITIES:

Committee Administration and Coordination

As the secretary/recording secretary for several standing Board and University Council committees, the Governance Officer provides administrative and procedural direction and advice for standing and ad hoc committees, and ensures that business is conducted according to governance policies and procedures and in an orderly fashion.

- Co-ordinates the planning, organization, research, and administrative services to support these bodies, including establishing the meeting schedule, setting the work plans/calendar of business and meeting agenda in conjunction with the Chair, compiling research and other support materials, drafting reports, preparing briefing notes for the Chair, and following up on outstanding items/issues resulting from the meeting
- Writes meeting minutes for approval by the Committee Chair, which are adopted for the official record
- Drafts reports and recommendations from the committee, and communications about decisions to individuals, groups and/or the University community, including alumni and friends
- Provides advice to committee Chairs and members on the role of the committee in the context of the governing bodies and on the University's policies and procedures
- Provides research services and administrative support for the Board of Trustees and the University Council as requested by the Director, including development of agendas and coordination of the Board of Trustees Naming process

University Council

As a key support for the University Council and as Secretary of the University Council Executive Committee and Nominating Committee, the Governance Officer:

- Is responsible for University Councillor volunteer relations
- Liaises with Advancement colleagues, faculties, departments and other campus stakeholders in support of University Council relationship building
- Coordinates members' volunteer activities in collaboration with Queen's Alumni Relations

Special Projects

Undertakes additional projects assigned by the University Secretary or the Executive Director

REQUIRED QUALIFICATIONS:

- Undergraduate degree combined with several years relevant experience
- Advanced computing skills including knowledge of and aptitude for computer-based information systems, meeting management applications, internet software, social media and other applications to maintain stakeholder engagement
- Business/institutional experience in a complex organization
- Experience in a university environment
- Experience with Queen's administrative and academic departments is an asset
- Experience managing flow of information between groups, committees and departments
- Experience managing meetings of academic governance bodies is an asset
- Ability to work evenings and weekends when required
- Consideration will be given to an equivalent combination of education and experience

SPECIAL SKILLS:

- Sound judgment, discretion and the ability to make decisions independently when dealing with confidential or sensitive matters
- Tact, diplomacy and confidentiality when interacting with all levels of faculty , staff, members of the University administration, governing bodies, students and alumni on a wide range of issues
- Creativity and initiative in problem solving
- Highly developed written and verbal interpersonal and communication skills requiring accuracy and attention to detail
- Ability to adapt to and implement new technologies
- To be or become conversant in the key concepts and terminology relating to the functions of the Board of Trustees, its Audit and Risk and Finance Committees
- Ability to prioritize the competing demands of equally important issues while working on many complex issues at the same time
- An understanding of the roles, responsibilities and relationships of all the constituent components of the University
- Ability to function as a professional member of the University Secretariat team and with members of the internal and external university community
- Experience working with volunteers and successfully achieving shared priorities

- A high level of tact and discretion, maturity and good judgment, and the ability to deal with sensitive issues in a professional manner
- Ability to influence, to facilitate volunteers to work toward, and succeed in, shared goals
- Exceptional organizational skills

DECISION MAKING:

- Prioritizes diverse responsibilities, and possesses ability to discern which require urgent attention and which do not
- Assesses what information can and should be released to stakeholders in the University community to ensure the transparency of decisions and determine what information must remain confidential.
- Determines advice to provide to committee chairs and members on the committee's role in the context of the governing bodies and on the University's policies and procedures
- Advises committee Chairs about agenda requirements, meeting organization, format for recommendations, appropriate follow-up about decisions, methods of consultation with stakeholders, etc.
- Interprets Queen's policies, established procedure and specific By-Laws, referring to accepted procedural authorities including *Bourinot's Rules of Order*, University legal counsel and other external authorities when necessary
- Coordinates information flow and determine how best to present or report on the information at hand
- Determines what issues to escalate to the Executive Director or University Secretary

SUPERVISORY RESPONSIBILITIES: No

SIGNATURES:

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Incumbent	Supervisor	Department Head

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Date: