**Corporate Governance Lead - 4265**

# Job Type

Regular Full Time

**Employee Group**

Non Union

**Salary Scale**

To Be Determined

**Hours (subject to change)**

* 1. 37.5 hours per week; due to the time-sensitive nature of the position candidates must be flexible to work additional/varied hours as required.

**Organizational Department**

Sinai Health -> Mount Sinai Hospital -> Executive Offices

**Location**

Bridgepoint Active Healthcare Campus - Toronto, ON M4M 2B5 CA Mount Sinai Hospital Campus - Toronto, ON M5G 1X5 CA (Primary)

**Travel Requirement**

Travel required between campuses and other locations

**Vacancies**

1

**Job Description**

In 2015, Bridgepoint Active Healthcare, Circle of Care, Lunenfeld-Tanenbaum Research Institute and Mount Sinai Hospital, came together to form Sinai Health- and leverage our collective expertise and create a system that better responds to the changing needs of our patients, families and clients. Sinai Health has a bold vision and strategy for the future: To create Canada's leading integrated health system pushing the boundaries to realize the best health and care from healthy beginnings to healthy aging for people with complex health needs.

A key enabler of this vision is Sinai Health's People Plan - which provides an explicit commitment to our people about our commitment to creating a workplace culture and environment that is safe, caring, equitable, compassionate and accountable in order to ultimately provide optimal care to patients and their family caregivers. To support us on this journey, we are seeking an exceptional and experienced corporate governance professional, with the skills and abilities to assume the exciting, System-wide role of **Corporate Governance Lead**.

The Corporate Governance Lead is the primary support for the management and coordination of all governance -related matters pertaining to Sinai Health, including support for the Board of Directors and various Board committees and subcommittees, including the Governance Committee and other Board committees, as applicable. Reporting directly to the Vice President, Strategy and External Relations and in collaboration with the Chief Legal Officer’s team, the incumbent acts to ensure that the Board of Directors meets the requirements as set out in the Hospital By-Laws and Board policies. At the direction of the Legal and Compliance Coordinator, the Corporate Governance lead assists with compliance with applicable legislation regarding corporate filings and record retention, including corporate minutes. In addition to Board committees, the incumbent assists in supporting strategic and executive management committees, as required.

The incumbent effectively manages relationships with key constituents, including the President & CEO, the Board Chair and

Board members, the Sinai Health management team, government stakeholders and other stakeholders, as necessary or applicable, demonstrating utmost professionalism, discretion and sound judgment. This position acts as an ambassador of Sinai Health, inspiring trust and confidence in all stakeholders. The Corporate Governance Lead demonstrates exceptional client service, attention to detail, and works in a fast-paced, challenging environment, regularly managing multiple time- sensitive tasks simultaneously.

**Responsibilities**

* + - Serves as the primary administrator of corporate governance activities and related board level committees and groups utilizing advanced knowledge of governance principles and procedures. This responsibility includes, but is not limited to, managing the:
      * logistics and scheduling for the Board meetings and committees of the Board, including the preparation of minutes, agendas, work plans, follow-up, etc.;
      * preparation and distribution of comprehensive Board of Directors' agendas and packages, including primary oversight and management of the Board portal;

Supporting select Board Committee agendas and meeting packages (e.g. Governance Committee, Strategy and External Relations Committee, and other committees as assigned)

* + - * conducting Board and Board committee survey processes on an annual basis and preparing a summary of results;
      * maintenance of Records of Officers /Directors, Terms in Office, etc.;
      * annually distributing and collecting Directors attestations and disclosures of conflicts;
      * repository for Board of Directors and related Board committee information.
    - Serves as a documentation and communications specialist, independently drafts, reviews, formats , and edits time sensitive and confidential correspondence and documentation for a variety of audiences including Board briefing notes, presentations, reports, and speaking materials for the Board Chair and other Board members, as required.
    - Liaises with high profile external stakeholders on behalf of the office e.g. Board and Committee Members, etc.
    - Ensures efficient day-to-day functioning of the Governance office; exercises superior judgment in proactively organizing and scheduling meetings and calls related to the Board and supports Board-related administrative functions; undertakes specialized tasks as required.
    - Develops and monitors Governance budgets and operational plans.
    - Maintains corporate registers and minute books.
    - Develops and maintains structures and processes for the purpose of supporting governance related projects arising

e.g. organizational policy management, relationship management initiatives (conflict of interest) related to Board, etc.

* Provides administrative and project support for key organizational-wide strategic priorities at the executive and senior management level as required.
* Coordinates the creation, implementation, standardization, and refinement of applicable operational and administrative processes.
* Keeps abreast of and deploys appropriate and up-to-date technological office support systems to ensure the most effective and efficient operation of the office.
* Maintains corporate records (including minute books), financial records and other corporate documentation and facilitates the timely execution of contracts, agreements, and invoices, etc.
* Applies strong project management and event planning skills to support related special initiatives and events for the Board (e.g. AGM), often in collaboration with the Sinai Health Foundation.
* Promotes a collaborative work environment and supports colleagues as needed to ensure optimal Executive/Senior Leadership Administrative team functioning; provides coverage for team members as needed.
* Performs other position related duties as required.

**Job Requirements**

* Successful completion of a bachelor's degree in a relevant discipline from a recognized educational institution.
* A minimum of 5 years of recent and related experience; proven experience coordinating board and committee meetings and events with a strong understanding of good governance principles and procedures.
* Applicants with proven equivalent recent and related training and experience may be considered.
* Certificate or courses completed in governance, risk management and/or project management a definite asset.
* Politically astute with superior interpersonal and communication skills; recognized for ability to demonstrate extreme discretion and diplomacy when handling confidential matters and materials.
* Demonstrated proficiency drafting and editing high quality and concise written communications; excellent research and documentation skills e.g. board level minutes, briefing notes, etc.
* Advanced computer skills; proficient using Microsoft Outlook, Word, Excel, PowerPoint, Visio, Project, and Adobe Software.
* Proven project management experience with strong research and analytical skills; demonstrated ability to synthesize information from multiple sources and clearly define and articulate requirements, priorities, and action item s identified.
* Knowledge of applicable legislation preferred (e.g. Corporations Act, Public Hospitals' Act, etc.).
* Sound judgment and sensitivity in assessing difficult situations; proactive and confident with the ability to develop, foster and maintain relationships at all levels.
* Demonstrated self-starter with the ability to work in a complex, fast-paced and variable environment, requiring flexibility and frequent extended and/or varied work hours.
* Exceptional organizational and time management skills with the proven ability to prioritize and manage competing demands and manage and organize time sensitive documentation.
* Demonstrated satisfactory work performance and attendance history.
* **Applicants must submit a cover letter to be considered for this position.**

# Open Date

June 18, 2020

**Posting Deadline**

July 19, 2020

Note: *Current employees may apply online at* http:U[www.mountsinai.on.c a/career](http://www.mountsinai.on.ca/careers)s *or submit a current resume with a "Job Application Form" to Human Resources either in person at 522 University Avenue (12th Floor) or via the Human Resources Drop Box at 600 University Avenue, located outside Room 301.*

All applications must be submitted by no later than 4:00 p.m. of the posting deadline date.

*Sinai Health is committed to fostering a culture and environment that is safe, caring, equitable, compassionate and accountable in order to provide optimal care to patients and their family caregivers. As such, all employees will follow safe work practices and comply with the roles and responsibilities that are outlined with respect to health and safety policies, procedures and training. In accordance with Sinai Health policy and legislated health and safety requirements, employment is conditional upon the verification of credentials, completion of a health review, and demonstrating proof of immunity and vaccination status of vaccine-preventable diseases.*

*Sinai Health is a scent sensitive environment and all members of the community are expected to refrain from wearing or using scented products while visiting or working at any Sinai Health site. We also support a barrier• free workplace supported by Sinai Health's accessibility plan, accommodation and disability management policies and procedures. Should you require accommodation at any point during the recruitment process, including accessible job postings, please call the Accommodation Phone Line at 416-586-4800 ext. 7050 or email* [HiringProcessAccommodation.msh@sinaihealth.ca](mailto:HiringProcessAccommodation.msh@sinaihealth.ca)