

## **CAREER OPPORTUNITY: MANAGER - BOARD SECRETARIAT**

### **ABOUT THE UPPER GRAND DISTRICT SCHOOL BOARD (UGDSB)**

---

The UGDSB employs a team of approximately 7,000 dedicated staff who serve more than 35,000 students attending a variety of programs across 65 elementary and 11 secondary schools as well as alternative education, continuing education and adult learning centres in the counties of Dufferin, Wellington, and the City of Guelph. The Board consists of 10 board members (Trustees). There are also 2 elected student trustees. The UGDSB covers the ancestral and treaty lands of the Mississaugas of the Credit, the Six Nations of the Grand River, and Saugeen Ojibway Nation.

The UGDSB is committed to supporting student achievement and well-being through our team of dedicated staff and strong learning communities, always striving to meet the diverse needs of our students. Our employees are empowered to contribute in meaningful ways to the success of our students and the greater organization.

### **THE OPPORTUNITY**

---

The UGDSB is seeking a dynamic individual to join our team in the capacity of **Manager - Board Secretariat**.

<b>Location:</b>	Guelph Board Office (500 Victoria Rd. N, Guelph, ON) A comprehensive benefits package and blended (remote / in person) work model is provided for this role
<b>Salary Range:</b>	\$100,914 to \$121,029 per year; 40 hours per week
<b>Board Information:</b>	1.0 FTE; 12 months; permanent, full-time; Administrative Employees

Reporting to the Director of Education/CEO and Secretary of the Board, the **Manager – Board Secretariat** acts as the primary resource to board members through the oversight of the Board Secretariat unit that supports board members with policy development, professional learning, procedural governance, and school liaison communications.

This position manages the legislative requirements of board member elections/appointments and supports the student trustee election process. In addition, the Manager – Board Secretariat provides leadership and supervision to the Officer of Policy Development and Administrative Assistant to the Board, including the coordination and assignment of tasks, projects, and assignments. Such tasks include, but are not limited to, all administrative and operational duties associated with Board/Committee meetings, the organization and execution of policy development and ensuring supports required by board members are provided.

#### **Responsibilities:**

- Provide direction to the Board during its meetings and day-to-day support to the Board and its committees regarding Board policy and governance. Ensure the successful delivery of meetings.
- Provide leadership and supervision including assigning tasks and projects to the Administrative Assistant to the Board and Officer – Policy Development.
- Coordinate the production of governance-related and other Board material. Ensure the maintenance of records and compliance with Board policies and processes, governing documents, and by-laws. Ensure timely and accurate information is prepared and provided to the Board and Executive Committee to support Board decisions.
- Manage and plan board member events such as meetings, attendance at community/school events, and the annual UGDSB retirement event.

## **CAREER OPPORTUNITY: MANAGER - BOARD SECRETARIAT**

### **Experience and Qualifications:**

- A Bachelor's Degree in Political Science, Public Administration, or a related discipline
- Experience working in public administration or municipal government
- Demonstrated understanding of legislative requirements of school board municipal elections, the Education Act, governance, Rules of Order; or equivalent
- Ability to work flexible hours with evening work required
- Experience leading board meetings in accordance with governance standards considered an asset
- Experience working within a public-school board considered an asset
- Political acumen and possess a comprehensive knowledge and understanding of governance procedures
- Proven ability to simultaneously manage political issues, conflicting demands, changing priorities, and competing deadlines
- Ability to interpret and apply complex contractual language
- Thorough knowledge and understanding of policy management
- Superior written and verbal communication skills, strong interpersonal and organizational skills, and planning skills
- Effective supervisory leadership and management skills
- Preference will be given to those candidates with any of the following additional qualifications; Certification as a Municipal or Regional Clerk, Certification as a Professional Parliamentarian, Membership and/or Official Designation with the Association of Municipal Clerks and Treasurers and / or Legal/ paralegal education and experience.

### **APPLICATION DETAILS**

---

Candidates are invited to email their cover letter and resume in PDF format to [ae.jobs@ugdsb.on.ca](mailto:ae.jobs@ugdsb.on.ca), specifying 'Job Code 24AE21' in the subject line, **no later than 4:00 p.m. on Wednesday, September 25, 2024**. While we thank all applicants for their interest in working for the UGDSB, we wish to advise that only those selected for an interview will be contacted.

Please note: An original Vulnerable Sector Check (VSC) must be provided prior to the commencement of employment (if the successful candidate is external). The VSC must be dated within 6 months of the start date of employment. For further information, refer to the UGDSB's [Criminal Record Check](#) requirements.

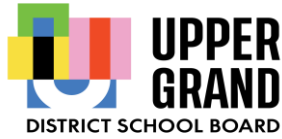
### **INCLUSIVE RECRUITMENT & HIRING**

---

#### Employment Equity

The UGDSB is committed to disrupting systemic racism and oppression in all of its forms. We are committed to building a diverse staff that is reflective of and adds value to the community and students we serve. We actively encourage applications from members of groups who have historically and/or currently experience marginalization and/or barriers to equity, including, but not limited to:

- First Nations, Inuit, and Métis peoples, and all other Indigenous peoples
- Persons of marginalized sexual orientations, gender identities, and gender expressions
- Members of groups that commonly experience discrimination based on race, ancestry, ethnicity, colour, religion and/or spiritual beliefs, or place of origin
- Persons with visible and/or invisible disabilities



**CAREER OPPORTUNITY:  
MANAGER - BOARD SECRETARIAT**

At UGDSB, we recognize that many of the identities listed above do not exist in a single form and are often intersecting, creating complex and unique experiences for applicants. We value the contributions that each person brings and are committed to creating and maintaining an environment where everyone can participate fully, thrive, and reach their full potential. Please visit [Safe, Equitable and Inclusive Schools](#) to find out more about equity, diversity and inclusion at the UGDSB.

**Accommodation & Accessibility**

We seek applicants with a wide range of abilities, and we provide an accessible candidate experience. If you require accommodation at any phase of the recruitment process, please contact [wellness@ugdsb.on.ca](mailto:wellness@ugdsb.on.ca).