

UNIVERSITY OF BRITISH COLUMBIA

The University of British Columbia (UBC) is a global centre for research and teaching. UBC's two main campuses are situated in Vancouver and Kelowna, and together they encompass 18 faculties, 12 schools, two colleges, and over 65,000 Canadian and international students. It is consistently ranked among the top 20 public universities in the world and recently was recognized as North America's most international university. With an annual operating budget of almost \$2.7 billion, UBC has evolved significantly over the last 20 years, creating an economic impact of over \$10 billion (over 5% of British Columbia's GDP). UBC is governed by a 21-person Board of Governors (Board), which operates as part of a bi-cameral governance structure prescribed by the *University Act*. The Board is supported by the Office of the Board Secretariat. As UBC gets more complex, the Board is seeking a Board Secretary to support the Board and President to ensure world class university governance, in keeping with UBC's reputation and aspirations.

BOARD SECRETARY

Appointed by the Board and accountable to the Board through the Board Chair, the Board Secretary provides a vital liaison between the Board and University administration and provides leadership and advice to the Board and President on matters of governance, policy development and implementation and protocol. The Board Secretary is responsible for managing the meeting process for the Board and Committees, as well as the organization and administration of Board and University governance records, including governance compliance matters. Privy to highly sensitive and confidential policy development and governance decisions, this role requires a high level of independent judgment, and someone who can manage confidential information in a mature and judicious way.

To be successful, the Board Secretary requires the ability to: recognize and advise on the potential impact of decisions on governance bodies, administrators, staff members, and the related effect on the work environment or University policies and procedures; use the consultative process to develop solutions or strategies that serve the needs of multiple stakeholders while preserving and guarding the intent/integrity of policy and principles; influence others over whom there is no direct reporting relationship to carry out functional responsibilities; engender trust and confidence and uphold the core values of fairness, impartiality, openness, respect and helpfulness; and anticipate and interpret future trends, using insight and critical thinking skills to effectively decide, problem-solve and align people and resources.

Possessing a minimum of ten years Board secretarial or equivalent experience in a large and complex public sector organization, the ideal candidate will have a sophisticated understanding of governance concepts and excellent interpersonal skills. A law degree or equivalent is required and experience in one or more of the following would be an asset: law, policy development; interpretation of statutes, policies and procedures; experience in drafting technical documents and resolutions; experience with university judicial processes; and experience dealing with a wide range of constituencies, including First Nations.

To apply for this role or for further information, please email your resume and cover letter to search@watsoninc.ca.