

Professional Job Position Description

Section I: Position information

Effective date	2026-10-01	☒ Update only	☐ Classification review
Position title	Governance Coordinator - Board		
Position number	999775		
Classification level	Professional C		
Position affiliation	☐ AUFA ☒ Excluded		
Location	Virtual		
Department	Office of the Chief Governance Officer and General Counsel		
Reports to	Director Governance		

Position summary

Briefly describe the main purpose(s) of the position.

Reporting directly to the Director Governance, the Governance Coordinator plays a pivotal role in the good governance of Athabasca University by providing strategies and effective, anticipatory, professional support for the Director Governance, the Vice President Governance and University Relations, and General Counsel, and the Board of Governors (the Board) and the Board's committee systems. The Governance Coordinator – Board coordinates activities with a wide range of campus and external individuals and groups.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

The Governance Coordinator – Board provides professional advice, support and expertise to the Director Governance in all aspects of the Board of Governors. To do this, the Governance Coordinator – Board:

- Acts as the first point of contact for Board topics, problems and challenges, guiding issues, solving complex problems, detecting the nature, complexity and urgency of issues requiring the oversight/action of the Director Governance.
- Takes leadership and responsibility for the content, accuracy and timeliness of the Board website, coordinating closely with those who manage the Office of the Chief Governance Officer and General Counsel and University Governance website.
- Coordinates and manages a sophisticated decision-support structure and practice, within a delicately balanced and constantly evolving bicameral system of university governance, coordinating governance decision-making activities of the General Faculties Council with those of the Board.
- Serves as Secretary, assisting the Director Governance with duties with respect to the Board meetings, materials and follow-up actions.
- Serves as Recording Secretary to the Board and its committees.

- Provides leadership and coordination with members, stakeholders and administration office staff, arranging meetings, generating and circulating agendas, attending meetings and assisting committee chairs.
- Responsible for creating minutes/meeting summaries, providing information for follow-up action response and ensuring the preservation of the legislative records of committee decision-making.
- Ensures a high standard of full, accurate, timely and impartial information dissemination and documentation, including a demanding writing requirement in the preparation of agendas, proposals, decision reports and minutes/meeting summaries.
- Coordinates the activity, schedules and workflow of the Board committee system, and links it with the General Faculties Council system through participation in master planning.
- Ensures consistent practices and applications across the Board system and works with others to ensure consistency wherever possible across the governance system.
- Ensures compliance and assesses the quality and impact of proposals about to enter the Board committee structure and identifies problems and solutions early and accurately.
- Provides information to the University and wider community on the role, activity and policy of Board committees.
- Provides information on the authorities delegated by the Board to other governing entities and the Administration.
- Understands, honours and operationalizes confidentiality rules, protocols, processes and practices.
- Undertakes consultative activities required by a governance process or project goal and synthesizes commentary from multiple parties.
- Collects, synthesizes, and analyzes information to develop options and provide advice on governance and related matters.
- Undertakes special writing assignments, including lengthy reports, complex proposals, Board General Bylaws, Committee terms of reference, policy updates and research, briefing notes, table notes for meetings and diverse correspondence and communication of institutional consequence.
- Coordinates Board recruitment processes in accordance with legislative and procedural requirements
- Provides and develops educational and awareness materials on governance matters for new members and the university community in general.

General Faculties Council and Deans Council

- Become familiar with the General Faculties Council and Deans Council structures, and provide back-up to the Governance Coordinator - GFC.

Other Duties:

- Other duties as assigned by the Director Governance.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Communication

Develops communication strategies and plans to ensure that the correct information is conveyed to the right person/group at the appropriate time.

Develop and maintain effective working relationships with a variety of internal and external individuals and groups including provincial government agencies and Advanced Education.

Interprets legislation and authorities governing the Board and its committees.

Provides clarification on legislation, governance authorities and good governance practices for the Board and its committees.

Must be able to gather and interpret information from various sources and to recommend solutions to issues and problems. Considerable liaison both internally and externally.

Regularly interacts and communicates with executive officers, department heads, and their equivalents in other organizations/institutions.

Communication includes clarifying requirements, explaining issues, facilitating resolution of conflict areas, negotiating changes, defending legislation, by-laws, terms of reference, policy and procedure provisions, and providing expert advice and guidance. Persuasion skills are required to encourage compliance with legislation and governing authorities.

The nature of verbal communication ranges from seeking information on complex issues and writing complex memos on governing issues and matters.

Supervision

This position provides governance training to all levels of the Athabasca University community and regularly works with Directors and Senior Leadership to ensure compliance with governance instruments.

Supervision of support staff in relation to governance support and process, as well as term, casual and project staff.

Impact of service or product

Incorrect advice or information could have a substantial negative impact for members of the Board, Senior Leadership, staff and students and create potential legal issues. Errors in judgment or action may result in faulty representations in official University documents; the inefficient use of resources; litigation; and damage to the reputation of the University.

This position has a large impact on how the University is perceived by external agencies, staff, students and the general public.

The services and responsibilities of this position affect the work of others, the development of programs, policies and procedures, and have implications for existing programs and projects, and affects people on a long-term basis.

Independence of action

The Office of the Chief Governance Officer and General Counsel is a high profile, fast-paced environment under constantly changing conditions with frequent interruptions. Adherences to internal and external protocols while providing accurate, timely information is essential at all times. Acts independently under minimal supervision. Must have sound judgment and decision-making skills.

Complexity

The duties and responsibilities of this position entail substantial analysis of a broad range of activities in order to determine and recommend appropriate processes, respond to government, and comply with provincial and federal legislation.

A high degree of accuracy, timeliness and completeness of all work is essential, therefore attention to detail is a prerequisite.

This position ensures compliance with Alberta's Post- Secondary Learning Act and related regulations, the Alberta Public Agencies Governance Act, the Access to Information Act, the Protection of Privacy Act and other relevant legislation, the Board's General Bylaws and standing committee terms of reference, Robert's Rules of Order and university policies, procedures and processes.

The incumbent must be able to deal with multiple complex issues on a day-to-day basis.

Must be able to work and deal with a wide range of individuals, including the diverse needs of the Board, and senior administrators to effectively communicate and resolve issues.

Planning

The responsibilities of this position involve the investigation and analysis of routine and unusual conditions and problems, planning to develop and establish criteria, and the making of recommendations to ensure service compliance is met as required by legislation and institutional governance.

Planning is ongoing with respect to workloads and the development and implementation of processes.

Signatures for section I

Incumbent signature		Date Select a date.
Supervisor signature		Date

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

A related degree and five years related experience or a related post secondary diploma and five years related experience showing increasing levels of administrative responsibility and proven supervisory skills. Experience in post-secondary governance will be considered an asset. Equivalencies may be considered.

Knowledge, Skills and Abilities Required

- Expert ability to comprehend, interpret and apply legislation
- Strong interpersonal and communication skills including:
 - Mastery as a writer for diverse applications and audiences
 - Political sensitivity, tact, diplomacy
 - Superior listening, research and analytical skills
- Strong technical and analytical skills including:
 - Ability to apply principles and knowledge to new situations
 - Creative skills and ability to identify and employ new technological applications to support change
 - Expert skills in use of the Microsoft Office Suite and internet applications
- Strong analytical and synthesis skills, precision and attention to detail
- Flexibility, adaptability, ability to thrive in times of change and ambiguity
- Ability to serve in many capacities, responding to multiple and sometimes conflicting demands
- Ability to demonstrate values of respect, fairness, helpfulness, competence, openness and impartiality
- Advanced analytical, evaluative and objective critical thinking skills
- Ability to supervise and schedule work assignments
- Knowledge of institutional policies and procedures, regulations and by-laws, and the legal environment within which they operate

- Advanced verbal and written communication skills and the ability to present effectively to small and large groups
- Knowledge of organizational structure, workflow and operating procedures

Signatures for sections I and II

Department Head signature		Date
Executive Officer signature		Date
Human Resources review		Date Select a date.