

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: CLERK TO BOARD OR SENATE Level C, Pay Grade 11

LEVEL DEFINITION	This level covers positions responsible for managing communication between senior administrators and the Board or Senate; advising on the interpretation and application of policies; conducting campus specific or University wide elections.
TYPICAL RESPONSIBILITIES	May include: developing proposals and submissions for Board, Senate or Ministry approval; overseeing the flow of communication between Board or Senate and multiple stakeholders including Faculties, University administrators and committees; overseeing development, administration, interpretation, evaluation and compliance to governance and academic policies and related practices and standards; drafting resolutions and finalizing Board or Senate minutes and related reports; managing and conducting University elections and student appeal processes; responsible for onboarding of new members to the Board.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	<p>Accountable for policy interpretation and advisory services to a wide range of internal and external stakeholders.</p> <p>Problems are often complex with no precedent and require consideration of multiple issues, policies, programs, stakeholders, and processes across the University, as well as external stakeholders.</p> <p>Decisions often impact multiple units within the university which need to be identified in advance, issues anticipated, and solutions developed in a proactive and timely manner.</p> <p>Decisions often have legal implications.</p>
SUPERVISION RECEIVED	Works independently within University policies and procedures. Work is reviewed in terms of achievement of specific goals.
SUPERVISION EXERCISED	May supervise management level staff, as well as consultants.

MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of six years of related experience including at least three years of experience in academic governance, policy approval processes and the conduct of elections, or the equivalent combination of education and experience.
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