

## Secretary General

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**Company:** Bishop's University

**Location:** Sherbrooke, Quebec

Situated on the traditional and unceded territory of the Abenaki people, Bishop's University is located in Lennoxville, a vibrant and diverse borough within the city of Sherbrooke in the Eastern Townships of Quebec. Founded in 1843, Bishop's is a predominately undergraduate university providing an exceptional quality liberal education in the fine arts, humanities, social sciences, natural sciences, business, and education. With 2,900 full time students participating in more than 100 programs across three faculties and schools, with 115 full-time faculty members – some of Canada's best – Bishop's 550-acre campus features numerous buildings, services, and facilities to allow for a wholly immersive university experience.

### SUMMARY

Reporting to the Principal and Vice-Chancellor, the Secretary General is a member of the senior management team and serves as Secretary of the Board of Governors, the Senate and the Bishop's Council. This position also supports the Chancellor and the Chair of the Board of Governors.

The Secretary General will take a leadership role in and/or oversee the University's policies, legal affairs, procurement, insurance, and governance. He or she will ensure that the University complies with governmental legislation and policies, and will also be responsible for organizing Convocation.

The Secretary General will also manage a team that includes the University's General Counsel.

### ROLES AND RESPONSIBILITIES

- Coordinate access to legal services and manage and conserve official records.
- Identify the need for, draft and then implement policies and procedures, once adopted by the Board of Governors and the Senate.
- Provide high-level support to the University's strategic planning processes. The elaboration of a strategic plan will be an essential precondition to the launching of a major fundraising campaign.
- Assist the Principal and Vice-Chancellor in ensuring the effective operations of the senior management team.
- Ensure conformity and compliance of the University's operations with legal and administrative requirements, including those related to personal information and data management.
- Receive and process access to information requests submitted to the University, report annually to the Quebec Government, and ensure that Bishop's is an effective participant in the Bureau de coopération interuniversitaire (BCI) and Universities Canada.

## QUALIFICATIONS

- Senior management experience of at least ten years, preferably in a university setting.
- A Law degree, Master's degree or Doctor of Philosophy degree in a relevant field or previous relevant academic, professional and/or lived experience in a similar role with equivalent scope and complexity.
- Extensive knowledge of university governance with the ability to identify and recommend substantive and procedural improvements to established policies and practices.
- Fluency in English and French.
- Exceptional communicator with both internal and external audiences; ability to speak effectively on behalf of the University.
- Experience in strategic planning and implementation.
- Demonstrated ability to draft policies, governance memoranda and analytical briefs.
- Experience in government relations is an asset.
- Ability to work effectively and productively within the University's collegial environment and organizational structure.
- Knowledge of organizational structure, workflow, and operating procedures; ability to multi-task.
- Flexibility to work irregular hours.

## CONTACT INFORMATION

Please forward your CV/résumé, in confidence, to SHORE & Associates:

Michel Ohayon: mohayon@shoreassoc.com – 514-878-4777

***Please note that only candidates selected for interviews will be contacted.***