

June 10, 2022

Job posting (new position)

Position: Governance and Policy Coordinator (full-time or part-time for the right candidate)

Position open until filled

Who we are

The College of Massage Therapists of British Columbia (CMTBC) regulates about 6,000 registered massage therapists (RMTs) in BC under the *Health Professions Act*. CMTBC's primary duty is to protect the public's right to safe, ethical, and effective massage therapy through innovation and leadership in public-focused health care regulation.

What we need

A Governance and Policy Coordinator who will report directly to the Registrar/CEO (and the Deputy Registrar as needed), whose duties will include the following:

- Administering communications with Board and committee members on behalf of the Registrar, including by
 - preparing and maintaining committee appointment letters
 - coordination and planning of Board and committee meetings
 - preparing agendas and minutes
 - preparing and distributing meeting materials
 - recording attendance and taking minutes at meetings
- Creating and maintaining accurate records relating to Board and committee members;
- Preparing, maintaining, and updating the Board orientation manual;
- Preparing and maintaining Board policies and assisting with review, updating and development of new policies;
- Planning events such as the Annual General Meeting, annual Board orientation, annual Board election and Board strategic planning sessions;
- Preparing and sending both internal and external correspondence and other written communications on behalf of the Registrar;
- Developing and maintaining both Board (governance) and workplace (staff) policies;
- Coordinating and communicating with external stakeholders and consultants; and
- Coordinating implementation work on CMTBC's strategic initiative

What you bring

At least three years of experience providing administrative support at a regulatory body, post-secondary educational institution, corporation, or branch of government; post-secondary education in a related field; prior experience working with boards and/or committees strongly preferred. You must have:

- a demonstrated ability to work independently and to achieve defined goals
- the ability to maintain a high level of confidentiality
- excellent oral and written communication skills

Previous experience working in a human resources capacity; on diversity, equity and inclusion and anti-racism activities; and/or on Indigenous cultural safety initiatives are all assets.

What next?

If you are interested in joining a small but innovative, collaborative, and collegial workplace where staff are committed to fulfilling a public interest mandate, please submit a cover letter and current resume, noting relevant qualifications and experience to CMTBC, Attention: Registrar/CEO via email to registrar@cmtbc.ca. CMTBC offers competitive compensation and a comprehensive benefits package to the successful candidate.