

Vancity

The role: The **Governance Manager** will take care of providing corporate governance support and advice. This role will work closely with the VP of Governance and provide support to the Vancity board and its committees.

A typical day would involve:

- Providing corporate governance support and best advice, and overseeing administrative support, for the Vancity and Vancity Community Investment Bank (VCIB) boards.
- Overseeing Vancity's related party and conflict of interest policy, maintaining the related parties database and ensuring organizational compliance.
- Overseeing corporate filings for Vancity and its subsidiaries.
- Managing the orientation process for new directors, planning and facilitating annual Board education, providing guidance to individual directors on ongoing professional development.
- Supporting the VP, Governance, to provide strategic and administrative support to the Vancity Board and its committees, including projects as required.

You are:

- **An expert in governance** – you have strong governance acumen, ideally with experience working with a board or executive in a complex organization or a regulated industry.
- **A dynamic communicator**-- with great interpersonal and communication skills, you create a clear understanding of expectations; your oral and written communications are clear, succinct, and engaging.
- **Curious & innovative** – you always do your research and analyze it to assess and recommend courses of action on governance and industry trends, and to identify risks and opportunities that may impact Vancity and its board.

You have:

- A Bachelor's degree.
- Minimum 3 years' experience working in governance, compliance, or policy (ideally in a regulated environment), or experience in a related field supplemented with specific governance experience.
- Knowledge of corporate governance norms, standards, and innovations.
- The ability to influence stakeholders to achieve desired outcomes.
- A calm demeanor under pressure and able to work with high profile/ senior individuals.
- Ability to prioritize work and meet competing deadlines.
- Excellent written and oral communication skills.
- Attention to detail while not losing sight of the big picture.
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The team:

In this role, you will report into **VP, Governance and Corporate Secretary**.

[Posting Deadline: Kindly send your resume and cover letter to Prachi Goyal@vancity.com by 04:00 PM PST, October 29, 2021](#)

About Vancity:

- When you join Vancity as an employee and a member, you join a movement that believes that when we use money for what's right, we truly are a financial force for change.
- Our [vision](#) is to redefine wealth—and we are doing so by using the tools of finance to prioritize the wellbeing of our members and our communities by tackling the climate crisis and we are proving every day that sustainable is profitable.

Vancity

- We are the largest private-sector [Living Wage Employer](#) in Canada and have been consistently recognized as one of the [Top Employers in Canada](#). Come join our team of 2,600 diverse individuals and access competitive [rewards & benefits](#), all while knowing you are apart of a greater movement.
- Start your Vancity career journey with us even if you're new to financial services! We provide in-house paid training to gain general financial knowledge, and to learn about our products & services. We encourage opportunities to learn & develop to prepare you for career success, which in turn continuously impresses how we serve our membership.
- Vancity is committed to a diverse workplace and values Integrity, Innovation, Responsibility and [Reconciliation](#). While we review all applicants, we will be prioritizing applicants who self-identify as Indigenous peoples (First Nations, Inuit, and Metis), Members of visible minorities, and Persons with disabilities.
- To learn more about Vancity, please visit vancity.com/AboutVancity.