

THE UNIVERSITY OF PRINCE EDWARD ISLAND

POSITION DESCRIPTION

POSITION TITLE:	University Secretary
EMPLOYMENT GROUP:	Contract Administration
VP/FACULTY:	Office of the President
DEPARTMENT:	Office of the President

UNIVERSITY SECRETARIAT

The Secretariat serves as the corporate secretariat and office for the Board of Governors and Senate. The Secretariat carries the responsibility for oversight and facilitation of the activities of the Board of Governors, Senate, and their various committees, to ensure the effective and efficient operation of the university's bicameral system of governance. Under the leadership of the University Secretary, the Secretariat is responsible to the entire University community for the provision of timely, accurate, and objective advice, information, interpretation, and application of policy and legislation as it relates to the University Act, and University governance. The Secretariat embodies a welcoming and inclusive space for all members of the University community with the goal of creating the conditions for the emergence and strengthening of good governance. The University Secretary will have the opportunity to make a significant impact, work in an innovative, collaborative, and supportive setting, and be at the forefront of shaping the university's governance processes.

JOB SUMMARY

The University of Prince Edward Island governs itself with a bi-cameral governance structure, as set out in the PEI University Act. The Board of Governors is the highest governing body overseeing the University's activities, finances, and property, and the Senate has authority for academic governance.

The University Secretary is an officer of the university, reporting to the President and Vice-Chancellor, and in respect of governance, having a dotted line reporting relationship to the Chair of the Board of Governors. This individual has oversight of the university's compliance with the PEI University Act, including the preservation of the university's autonomous governance structure as set out in that legislation.

The University Secretary acts as the primary governance expert for the university. They work closely with the President, the Chair of the Board of Governors, the Chair of Senate, senior administration, and committee chairs, to ensure good governance practices are in place, and timely input of recommendations and information to committees and to the Board of Governors and Senate.

The University Secretary oversees the university's policy framework, ensuring consistency of policies with the PEI University Act and By-Laws, the appropriate delegation of authority and corresponding

accountability through and within policies, working with the university to identify and address policy gaps and to ensure policy compliance.

The University Secretary also works to ensure alignment and coordination across all areas of governance and to maintain effective administration of the bicameral system of governance. The University Secretary provides timely, accurate, and objective information and advice, including the interpretation and application of policies and bylaws to all areas of University governance.

As a facilitator, advisor, and relationship-builder, the University Secretary acts as a liaison between the Board of Governors, the Senate, and the senior leaders of the UPEI. They oversee the coordination and facilitation of the activities of the Board of Governors and will, as the position and office evolve, provide governance support to the Senate, leading long-term planning and management for all governance activities.

WORK PERFORMED

PRIMARY FUNCTIONS:

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| A. | Governance | 50% |
| B. | Policy | 15% |
| C. | Communication and Advising | 15% |
| D. | Leadership and Management | 15% |
| E. | Other Duties | 5% |

A. Governance (50%)

- Promote a strong and effective relationship between the Board of Governors, Senate, senior administration, and the University community.
- Provide support and guidance to UPEI's governing bodies, their committees, and councils, and to senior administrators on all governance-related issues which might affect the institution.
- Work closely with the Chair of the Board, the Chair of Senate, the President, senior administration, and Board or Senate committee chairs to ensure timely consideration of proposals within the governance systems.
- Act as a subject matter expert on University governance-related policies and procedures, noting necessary updates or revisions, identifying policy gaps, and assisting with drafting updates or new policies and procedures.
- Direct and oversee meeting logistics, and the preparation and delivery of materials for the meetings of both governing bodies and their standing committees, including collection, preparation, and distribution of pre-reading materials, agendas, notifications, and minutes; organizing meeting facilities and accommodation; coordinating guest speakers and staff presentations and liaising with the Board, Senate, Committee Chairs to finalize minutes and track meeting attendance.
- Ensure that decisions of the Senate, the Board, and their committees are made appropriately, in accordance with legal requirements and obligations established in law and by the policies, procedures, and regulations approved by the Board and Senate.

- Provide research and coordination support to the strategic policy and legislative initiatives related to University Governance, including drafting and reviewing materials, and preparing presentation and briefing packages.

B. Policy (15%)

- Responsible for university policies and provide oversight and governance on policy updates, drafting, and the review and approval of all policies requiring approval from Governance bodies. Support development of policies requiring senior executive team approval.
- Work closely with senior executive team and subject matter experts from across campus to ensure all policy updates and development work are scheduled, planned and completed prior to policy expiry dates and as related legislation and university compliance obligations changes over time that policy gaps are addressed.
- Provide advice on the interpretation of university policies.

C. Communications and Advising (15%)

- Preserve continuity of Board, Senate, and committee procedures by providing historical information and interpretations of University policies and practices.
- Oversee the establishment and maintenance of systems used to support governance processes in order to preserve institutional memory.
- Anticipate and advise on substantive or procedural difficulties.
- Respond to requests for information, assistance, and advice within the context of the resources of the Secretariat.
- Maintain official minutes, by-laws, rules of order, and other public and confidential documents of the Board and of the Senate.
- Maintain the Secretariat as a resource for information on all matters within the jurisdiction of the Board and Senate.
- Ensure information about decisions taken by the Board, Senate, and their committees are available to the University community where appropriate and when not subject to confidentiality requirements.

D. Secretariat Office Leadership and Management (15%)

- Prepare progress reports and statistics as requested related to activities and programs.
- Ensure collaboration/alignment of teams, work, and processes across a variety of functions and activities to ensure high-quality, integrated service delivery.
- Provide leadership to Secretariat staff, including setting and assigning priorities, managing, coaching, and motivating.

E. Other Duties (5%)

- Other duties as assigned.

EXPECTED LEADERSHIP COMPETENCIES AND BEHAVIORS

The University has developed a leadership framework that aligns with its mission and values.

As a senior leader in the organization, the University Secretary is expected to demonstrate the leadership competencies and behaviours included in the University's leadership framework and will be assessed regularly on these competencies and behaviours.

[Leadership Framework](#)

QUALIFICATIONS

- Master's degree, ideally, in policy, law, public policy, administration, and/or governance and at least seven (7) years of experience related to the specified responsibilities, with at least five (5) in a management-level position or an equivalent combination of education and experience required.
- A GPC.D, ICD.D or C.Dir designation is an asset
- Demonstrated experience advising on policy development and interpretation, and knowledge of university bicameral governance systems required.
- Experience applying principles of governance and parliamentary rules of procedure (Robert's Rules) required.
- Knowledge of the post-secondary environment and a passion for providing an exceptional educational experience is required.
- Demonstrated ability to align policies and operations with broader institutional goals.
- Networking skills - to facilitate external relations with similar roles and governance organizations.
- Superior skill in organizing resources and a keen ability to establish strategic priorities
- Relational assertiveness - someone who is effective in maintaining rules of order and other procedures in highly charged environments, while supporting with compassion.
- Integrity and objectivity, with sound judgment combined with diplomacy and discretion.
- A credible, collaborative, and consultative leader, capable of building strong, trusting relationships.
- Decisiveness combined with a facilitative style and the ability to effectively explain decisions and bring clarity to complex issues.
- Excellent interpersonal and written communication skills with the capacity to communicate and collaborate effectively with all levels of the University and in committee environments.
- Excellent use of technology for collaboration; strong computer skills, including Microsoft applications.
- Team player with the ability to work effectively with people having diverse backgrounds, styles, and abilities.
- Commitment to understanding UPEI's Mission.

UPEI is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive learning and working environment where every person feels empowered to contribute. UPEI is committed to the principle of equity in employment and encourages applications from underrepresented groups including women, Indigenous peoples, visible minorities, persons with

disabilities, persons of any sexual orientation or gender identity, and others with the skills and knowledge to productively engage with diverse communities. If you require accommodation in any part of the process, please direct your inquiries, in confidence, to our HR Officer, hrofficer@upei.ca. Applications will not be accepted via email.

Only those applicants who are invited to an interview will be acknowledged.