



Last Updated: July 2024

Job Title

Board Coordinator

Impact Statement

The Board Coordinator is part of the Association & Board team that provides the link between the Association membership and the Board of Directors as well as MSF Canada employees, the volunteers who support MSF Canada's associative activities and the associations of other MSF sections. The work of the team aims to encourage, support, and organize the Association to carry out two critical roles: the governance of the organization and sustaining associative life in Canada.

The Board Coordinator plays a key role to help maximize the efficiency and functioning of the Board of Directors by providing a high level of strategic coordination to its members and the President in particular. This role will be critical in ensuring the Board and Board Committees are able to achieve annual priorities. The role will have a bird's eye view on all committees, events, and communications relating to the Board and will be responsible for ensuring that opportunities for coordination and coherence within the Board's responsibilities are not overlooked. They must be diplomatic, service- and results-oriented, with an eye for detail, with excellent writing and communication skills and a demonstrated capacity to effectively organize and prioritize workflow in a fast-paced environment.

Key Responsibilities

- Development and coordination of Board activities, dates, and events, including logistics for board members, ensuring roles of individual members are clear and goals and deadlines are met
- Management of Board calendar of events, meeting minutes, and other documentation necessary for board function, owning the full scope of administrative activities
- Drives coordination of all Board activities and events as well as coordination with the Association
- Develops and drives board-related communications for various stakeholders
- Independently contain operational tasks within the Coordinator role to ensure Board remains in a strategic framework

Job-Specific Competencies

Coordination and Implementation of Board Cycle

- Develop and manage the annual Board calendar in alignment with the control cycle and calendar of the Executive Director's office and the International Movement;
- Contribute to the setting and management of the Board's annual priorities; provide regular overviews of outstanding tasks with corresponding deadlines;
- Lead on organisation of Board documents; updating, archiving, and improving digital archiving systems on SharePoint with guidance from the Board Secretary;
- Coordinate and annually review the onboarding process of new Board members.

Board Committee & Board Meeting Support

- Provide Board Committees logistical, administrative, and accountability support including agenda setting and action point follow-up and communications to stakeholders.
- Maintain strategic cohesion between the work of up to 5 Board Committees and the overall annual work priorities of the Board ensuring overlapping streams of work are identified and incorporated into workflows
- Establish and maintain guidelines on board committee processes to allow clearly established and efficient workflows
- Identify and define responsibilities of Board committee chairs to advance discussed proposals, activities, and events, following up to ensure completion
- Ensure Board Committee documents are organised and archived on SharePoint.
- Coordination of Board meeting logistics and related events, circulating the agenda, minute taking and ensuring timely organization of venues, booking catering, travel & accommodation, AV requirements, supplies & provisions.
- Act as go-between ensuring coordination between Board activities and events and the Association; Board Coordinator should lead information dissemination so that the Board and the Association are working cooperatively
- Annual General Assembly (AGA): In collaboration with Association Team Lead, ensure that AGA minutes are accurate, high-quality, and in accordance with governance requirements.
- Provide coaching to AGA Intern on standards and expectations regarding the Board and the AGA

Administrative Support

- Monitor and manage the budget in coordination with the Treasurer, acting as a barrier for over-spends or excessive spending requests, and flagging concerns to the Treasurer regarding board and committee budgets
- Serve as primary point of contact for budget inquiries
- Together with the Board Treasurer and Association Team Lead, process requests for reimbursements and Board related invoices
- Act as point of approval on travel expenses to ensure fiscally appropriate transit and lodgings are acquired
- Manage all required board trainings (as required by MSF or law) to ensure compliance and required documentation such as NDAs to be signed by all deadlines
- Manage, organise, and update the Board Directory and the Board SharePoint
- Provide orientation for staff to the Board operations and functions as required
- Point of contact for Board technical and support requests to the Executive
- Provision of ad-hoc support to President, Vice-President, Treasurer, Legal Officer or Secretary where necessary.

Communication on behalf of the Board

- Manage the board inbox, acting on behalf of the board on most communications, escalating critical or sensitive topics if necessary
- Write, edit, and manage communications on behalf of the President (with final presidential approval), including quarterly updates to a range of stakeholders and audiences
- Work with the Association team and other stakeholders to ensure accuracy, consistency and integration of all presidential communications with key messaging, strategic objectives and presidential priorities

MSF Transversal Core Competencies

- **Commitment to MSF's Principles;** *Level 1:* Demonstrates knowledge of and accepts MSF's principles
- **Cross-Cultural Awareness;** *Level 3:* Demonstrates an integrating attitude
- **Planning and organization;** *Level 3:* Follows up, plans activities, and sets priorities
- **Results and quality orientation;** *Level 3:* improves performance and sets ambitious and realistic goals
- **Teamwork and cooperation;** *Level 2:* shares information and coordinates with team and/or others

- **Initiative and innovation;** *Level 2:* takes action in complicated and critical situations
- **Networking and building relationships;** *Level 2:* develops and diversifies networks

Knowledge and Experience

- High level understanding of functional governance
- Experience in a senior administrative or executive coordination position
- Experience in crafting executive-level communications
- Experience organising and coordinating an annual cycle
- Demonstrated experience in a role with a high level of confidentiality
- Demonstrated experience organising full/multi-day meetings with out-of-town participants
- Experience working with Board of Directors' a nonprofit or international humanitarian organization, or similar related experience
- Experience coordinating priorities of diverse stakeholders into coherent workstreams

Education, Certifications, and Languages

- Fluency in spoken and written English

Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m. Eastern Time), with some weekend scheduling to accommodate Board and Associative events, generally once a quarter
- Hybrid work model (40% in MSF Canada office and up to 60% work from home)
- Office environment is open concept and workspace is shared with colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor
- Domestic travel required (10%)

Job Information

Position Level: Individual contributor

Department: Association

Position Status: Permanent

Activity Rate: 100% (37.5 hours per week)

Location: Toronto or Montreal

Salary Grade: Level 12 on the MSF Canada Salary Grid, \$58,410.00 per year

Status: Must be legally authorized to work in Canada; MSF Canada is not in the position to support a work permit process for any applicant outside of Canada.

Benefits: Starting 4 weeks' vacation/year, flexible work hours, Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no employee contribution required), annual professional development budget, Employee and Family Assistance Program (EFAP), internal psycho-social resources, and a positive and innovative office culture grounded in our core values of humanity, integrity, and results.

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful,

productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.