



Job Title: Governance Specialist

FLSA Status: Exempt

Reports To: Executive Assistant and Facilities Coordinator

Department: Executive

Summary:

The purpose of the Governance Specialist role is to coordinate the administration, communication, organization, and compliance efforts required for all functions of Access Health CT's (AHCT) Board of Directors, Advisory Committees and Subcommittees. Coordinates corporate governance processes with the Director, Legal Affairs and Policy, including adherence to governance regulations regarding Board-related activities. Coordinates scheduling, document preparation and logistics for Board-related, Advisory Committee and Subcommittee meetings. Also responsible for ensuring that all board communication and PowerPoint presentations maintain a consistent graphic design and feel. This position reports to the Executive Assistant and Facilities Coordinator and supervises no staff.

Essential Duties and Responsibilities:

- Schedule, track, and attend Board of Directors, Advisory Committees and Subcommittees meetings.
- Prepare meeting minutes on a timely basis and post to AHCT website as required by legislative regulation.
- Organize meeting preparation in accordance with established procedures.
- Check for required votes and processes therewith.
- Collect all Senior Leadership Team Board reports and assemble into Board books for mailing.
- Prepare meeting rooms on day of meeting
- Follow-up with requests from the Board to the CEO
- Track Board member terms and dates to roll-off. Work with Director of Legal Affairs, and Government and Public Affairs Outreach Manager to support appointment and reappointment of new directors.
- Track Advisory Committee memberships and work with Senior Leadership Team leads to support appointment of new members in accordance with established procedures
- Consolidate governance processes and procedures from all areas of the organization and assemble into an Access Health CT Governance Manual.
- Systematically monitor emerging trends impacting organizational governance and board effectiveness.
- Performs additional duties and responsibilities as assigned, including backup support to the Executive Assistant to the CEO.
- Other duties as required

Qualifications:

- BA/BS degree in a related field or equivalent related experience

- 3-5 years of experience working in close relationship with a Board of Directors and/or quasi-public organization or municipality.
- Advanced knowledge of word usage, grammar, sentence structure, and paragraphing
- Knowledge of PC-based word processing, PowerPoint presentation, desktop publishing, and spreadsheet software
- Advanced oral and written communication skills
- Ability to communicate effectively and coherently at all levels
- Ability to be flexible in all situations
- Strong analytical skills
- Highly developed organization skills
- Self-motivated with the ability to work independently
- Ability to learn and adapt to new and changing environments
- Must be able to exercise confidentiality and discretionary judgment
- Experience developing presentations using Microsoft PowerPoint
- Knowledge of Roberts Rules of Order
- Previous experience working with Executive management and/or Board of Director *preferred*
- Previous project coordination experience *preferred*

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: this is an in-office role in which the noise level in the work environment is usually low to moderate. Requires fast-paced deadlines and has a high stress at times. Travel to Board of Director Meetings and Subcommittee meetings as scheduled.

Equal Opportunity and Affirmative Action Employer