

Employment Opportunity: Board Liaison

Job Title: Board Liaison

Reports to: Chief Legal Officer & Corporate Secretary

Type: Full-Time Remote

Compensation: Competitive compensation and benefits commensurate with experience

About CHSO

Catholic Health Sponsors of Ontario (CHSO) supports a network of twenty-three (23) health care and social services organizations across Ontario, in addition to an operational portfolio that supports justice, peace and integrity of creation, carrying forward a legacy of compassion and service to people experiencing vulnerability. Rooted in a mission of inclusivity and care, CHSO unites the Catholic health care and social services community to provide integrated, high-quality services that address the needs of patients, residents and clients.

About CCLC

Catholic Congregational Legacy Charity (CCLC) supports the sustainability of Catholic works through the preservation and safeguarding of assets such as land/property, buildings and investment funds.

Position Summary

Reporting directly to the Chief Legal Officer & Corporate Secretary and working in close collaboration with the President & CEO, the Board Liaison ensures the integrity of the governance framework by being responsible for the efficient administration of both the CHSO and CCLC Boards of Directors and various Board committees. The Board Liaison ensures that the Boards of Directors meet the requirements as set out in the organizations' By-Laws and Board policies and acts as an ambassador of CHSO and CCLC, inspiring trust and confidence through exceptional client service, attention to detail, organizational and interpersonal skills. The ideal candidate is a proactive problem-solver who can work in a fast-paced, collaborative virtual team environment while regularly managing multiple time-sensitive tasks simultaneously.

Key Responsibilities

- Provides high-quality analytical and administrative services to support the Chief Legal Officer & Corporate Secretary in the effective management of CHSO and CCLC governance, serving as the key liaison with Board members as requested.
- Manages processes to ensure that the CHSO Leadership Team successfully completes the Boards' and Board Committees' annual work plans and assists in the development of the annual work plans.
- Prepares and manages comprehensive Board of Director agendas and meeting packages for multiple Boards and Committees with parallel workflows, with a focus on confidential, succinct briefing materials.
- Reviews and analyzes all Board materials, ensuring appropriate completion and flagging any gaps/errors.
- Oversees the management of the Board portal.
- Attends and records minutes for all Board and Committee meetings as Recording Secretary.
- Manages logistics for Board events including Annual Meetings of Members.
- Tracks resolutions, issues and actions across all meetings and ensures follow-through on Board decisions.
- Coordinates the development and execution of best practice governance policies and procedures.
- Organizes surveys and assessments including Board effectiveness surveys.
- Coordinates Board recruitment and maintains updated membership lists, terms of office, etc.
- Annually distributes and collects Directors' attestations and disclosures of conflicts.
- Oversees the development of Director education, including orientation.
- Manages the Director nominations and reappointment process, including Director evaluation.
- Maintains relevant corporate records and statutory filings.

Qualifications

Education & Experience

- Diploma or bachelor's degree in a relevant discipline from a recognized educational institution or combination of relevant education and experience.

- Minimum of five (5) years working in an executive administration and/or governance function within complex organizations (not for profit and/or health care preferred).
- Certificate of courses completed in governance, risk management and/or project management an asset.
- Exposure to governance in the public sector or other highly regulated sectors an asset.

Skills & Core Competencies

- Proficiency in a wide range of business software including such programs as Microsoft Word, Excel, PowerPoint, Visio, Teams and Outlook, as well as Board management software.
- Excellent attention to detail, strong oral and written communication skills and sense of professionalism.
- Ability to think independently and problem-solve where challenging situations can unexpectedly arise requiring quick decision-making and immediate action.
- Strong interpersonal skills and the ability to interact with individuals from various backgrounds, both within and outside of the organizations.
- Proven experience coordinating executive and/or board meetings and events with a strong understanding of good governance principles and procedures.
- Awareness of best practices as it pertains to governance including, but not limited to, Board work plans, Director recruitment, CEO performance management and succession, strategic planning, etc.
- Very strong ability to prioritize, manage challenging deadlines while at the same time ensuring very high quality in the final work product.
- Adept at leading without authority to support leadership teams to consistently meet deadlines as well as to fulfill the expectations of the Boards of Directors.
- Awareness of the role of sponsors in Catholic health care and social services.
- Strong knowledge of business planning cycles, budget planning, resource allocation and financial monitoring.
- Experience interpreting by-laws and other legislation pertaining to Board constitution and governance.
- Knowledge of applicable legislation ideal (e.g., Canada Not For Profit Act, Corporations Act, Public Hospitals Act).

What We Offer

- Opportunity to contribute to a meaningful mission that advances compassionate, high-quality care across Ontario.
- A collaborative, respectful team culture that values formation, learning and shared impact.
- Competitive compensation and benefits commensurate with experience.
- Flexible, hybrid work environment with periodic travel within Ontario.

How to Apply

We invite highly qualified candidates who are passionate about making a difference in Catholic health care and social services in the not-for-profit sector to submit their resume and cover letter detailing their relevant experience to the Chief Legal Officer & Corporate Secretary at chco@chco.ca by June 24, 2026.

While we appreciate all applications, only those selected for an interview will be contacted. Thank you for your interest.

OUR VISION:

Healthy communities that care for all, consistent with our values.

OUR MISSION:

To honour the healing Ministry of Jesus by advancing health care and social services, building on the legacy of Catholic Sisters in caring for the vulnerable and promoting the common good.

OUR VALUES:

Dignity

Treating all people with respect, at all stages of life

Wellbeing

Care for all, body, mind and spirit

Service

Advocating with our communities and sponsored organizations to meet the diverse service needs to those experiencing vulnerability

Collaboration

Working cooperatively with partners in health and social service systems

Prudence

Stewarding the finite resources entrusted to our care