

Governance Coordinator
Position Description

Department: Office of the CEO	Reports to: Chief Executive Officer		
Type: Full-time	FLSA: non-exempt	Date: December 13, 2021	Rev. Date:

The Governance Coordinator is a member of the office of the CEO's team and responsible for the overall administration of the governance of the organization and the board of trustees and committees of the Wadsworth Atheneum Museum of Art. He/she is accountable to the CEO and works with the other members of the office of the CEO, the Senior leadership team of the museum and members and officers of the board of trustees.

Duties and Responsibilities

The Governance Coordinator will work closely with the CEO, the Executive Administrator, the Senior officers of the museum as well as the officer's and members of the board in the planning and conduct of meetings of the board of trustees and committees as assigned.

Primary duties of the Governance Coordinator:

- Maintain institutional governance documents, corporate secretaries' files and ensure compliance in areas including:
 - Board and committee meeting materials, minutes, etc.
 - By-Laws of the organization
 - Conflict of Interest
 - Filings with the Secretary of State and the CT State Ethics Commission as required
 - Board surveys and evaluations
- Populate and maintain the Board Effects portal, ensuring its appropriate use and provide training and support for employees and board members as required.
- In collaboration with the Executive Administrator and support staff liaisons for each of the committees, ensure the accurate recording and distribution of the minutes of Board of Directors and committee meetings. Attend and record the minutes for the Nominating and Governance, Compensation committee and the board of trustee meetings when required. Mentor and support Wadsworth staff liaisons to other committees
- The creation and maintenance of an up-to-date board planning calendar outlining matters to be on the board's and committee agendas over the course of a year
- Maintenance of a full contact list of board members including board member appointment dates, term of appointments and board member bios.
- The maintenance of a file or manual of board approved policies, committee charters, and a systematic schedule for their review as determined by the board.
- Drafts agendas, schedules, notices, minutes and resolutions of the Board of Trustees' meetings in conjunction with the Executive Administrator, CEO and Board President as needed. Coordinates the archiving of all Board and Committee files.
- As staff liaison to the Governance Committee:
 - Conduct nominations research
 - Oversee Trustee and Elector cultivation, onboarding, and stewardship serving as a resource in trustee and electors' education and service
 - Maintain and update Committee charters, leadership, and membership rosters.

- As Staff Liaison to the Board of Electors:
 - Organize and schedule board of Elector’s meetings
 - Develop and manage the agenda’s
 - Serve as the primary contact for the electors

Qualifications

The Governance Coordinator ought to have:

- A commitment to, and a clear understanding of the mission of the Wadsworth Atheneum
- Knowledge of the meeting procedures, decision-making rules, governance policies and the bylaws of the Wadsworth Atheneum
- An adequate level of writing proficiency and access to a computer for word processing purposes
- Must be assertive, creative, collaborative and able to anticipate and resolve challenges and business needs.
- Must be “tech-savvy” and experienced in introducing and utilizing best in class technology for resolving administrative issues and implementing efficient processes with other support staff. Should possess demonstrated intermediate to advanced skills in MSWord, Excel, PowerPoint, web-based research and/or comparable database management and software packages.

Benefits

- Make an impact in the field of experiential education
- Professional and social networking
- Share your skills and talent
- Learn or develop new skills
- Enhance your resume
- Sharpen leadership skills
- Support something in which you believe

WORK SCHEDULE

The work schedule generally comprises ten eight hour days in a two-week period, Monday – Friday. Additional hours/days may be necessary in order to meet the job requirements, this could encompass evening hours and weekend work.

WORKING CONDITIONS

The work environment characteristics described here are representative of those a Secretary of the Board of Trustees encounters while performing the essential functions of the role:

Climate controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and occasionally outdoors in lobbies, art display galleries, public and as well as non-public offices and storage areas. Our Covid-19 related protocols mandate the wearing of masks by staff and visitors in all public areas and group settings.

Employee is required to move about their work area, between galleries and storage areas, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess.

Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Wadsworth may do so without undue hardship. The term “qualified individual with a disability” means an individual who with or without reasonable

accommodation can perform the essential functions of the position.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by secretary of the board of trustees. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

HOW TO APPLY

Wadsworth Atheneum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

TO APPLY: Please email a cover letter noting the reason for your interest and resume to: Director@TheWadsworth.org