

# Contract Opportunity: Governance Advisor

*SHIFT is seeking an advisor to lead and coordinate the working group that will evaluate and make recommendations for our governance model*

[The SHIFT Centre for Social Transformation](#) supports existing and emerging social transformation initiatives that unite the efforts of Concordians and their partners with the goal of creating a more just, inclusive, and broadly prosperous Montreal. As part of our pilot year activities, working groups are being struck to evaluate and make recommendations about two key areas of our work: our governance model, and our programming priorities.

[The Governance Working Group](#) will be composed of a team of 5 - 7 members from the SHIFT community. They will play a key role in informing and guiding SHIFT's experimentation with governance models that emphasize self-determination, shared power and deep accountability to community. With administrative support from SHIFT staff, the working group will take on the following mandate:

- **Monitor and evaluate** SHIFT's [current governance structure](#), taking into account questions of accountability, distribution of power in decision-making, engagement of community- and university-based stakeholders, financial sustainability for participants and alignment with SHIFT's values and ways of working.
- **Consider alternative governance models** that may be appropriate for SHIFT, including the [cluster model of governance](#) developed by SHIFT's Interim Leadership Team.
- **Provide recommendations** to the [SHIFT Steering Committee](#) for a revised governance model, including an implementation plan, for 2020 and beyond.

## Responsibilities and deliverables

The working group will be led by the Governance Advisor, who will be ultimately accountable for the following deliverables:

- **Develop, present and oversee the execution of a work plan** including the anticipated activities and time frames for delivering the requested recommendations, in consultation with SHIFT staff. Provide regular updates to SHIFT staff, and present periodic updates to the Steering Committee.
- **Recruit and convene working group members** (minimum 4) who bring a diversity of relevant knowledge, experiences, skills and points of view. Create structures and processes to facilitate the participation, contributions and input of working group members, such as monthly meetings.

- **Gather data** about the current and proposed governance models through various methods such as observation, interviews, focus groups, surveys, research etc.
- **Conduct a review** of existing alternative governance models and prepare a high level summary.
- **Provide recommendations** for a revised governance model for SHIFT including an implementation plan. Act as a resource for Steering Committee members during deliberation and decision-making.

### Skills and Competencies

- Familiarity with alternative governance models
- Strong ability to write and present concise information clearly
- Demonstrated experience conducting research, analysis, and program evaluations, including developing feasible recommendations
- Demonstrated ability to work independently, manage time effectively and be accountable for time sensitive deliverables
- Demonstrated experience convening and facilitating meetings and collaborative processes, including working with diverse stakeholders
- Priority given to Concordia students, in accordance with SHIFT's [ways of working](#)

### Mandate Details

Duration of mandate: December 9th, 2019 - June 1st, 2020

Estimated time commitment: 250 hours over the duration of the mandate (approx. 10 hrs/week)

Compensation: A total of \$7500 to be disbursed as follows:

- \$1500 at the time of agreement
- \$1500 upon delivery of work plan (January 2020)
- \$2000 upon delivery of a mid-point report and presentation (March 2020)
- \$2500 upon delivery and presentation of final report with recommendations (May 2020)

The advisor is expected to work autonomously. They are expected to be self-starting, highly organized and able to manage their time, obligations, and meet prescribed deadlines.

### Application

Please submit a CV and cover letter describing your relevant experience and motivation to [shift@concordia.ca](mailto:shift@concordia.ca) by Thursday, November 28, 2019. Interviews will be held the following week. Applicants who are invited to interview may be asked to provide a copy of a report or document they have produced for a past project.

*Concordia University is committed to Employment Equity and encourages applications from women, First Nations, Inuit and Métis peoples, visible minorities, ethnic minorities, and people living with disabilities.*