

UW HEALTH JOB DESCRIPTION

Corporate Governance Coordinator

Job Code: 300067	FLSA Status: Exempt	Mgt. Approval: P. Meyer	Date: July 2019
Department: Admin Operations		HR Approval: J. Tokarski	Date: July 2019

JOB SUMMARY

The Corporate Governance Coordinator will create and maintain official records for the Boards of Directors and respective committees of University of Wisconsin Hospitals and Clinics Authority, and its subsidiaries and affiliates, including, without limitation, University of Wisconsin Medical Foundation ("UW Health"), ensuring accuracy of formal actions, including those taken in fulfillment of fiduciary responsibility.

This incumbent is responsible for assisting the Program Director, Corporate Governance with the effective operation of the corporate governance structure for UW Health. This includes all direction, coordination, implementation, and execution related to governance activities of UW Health to ensure the completion of work according to established UW Health goals, policies, procedures and bylaws. This position works in close collaboration with the key executive leaders to fulfil these objectives.

The Corporate Governance Coordinator is responsible for independently managing individual corporate governance entities (boards and committees), anticipating and addressing corporate governance needs; this includes working directly and independently with UW Health leadership to facilitate completion of board committees' responsibilities and meeting objectives, also serves as matter expert liaison/resource to committee coordinators who may be responsible for preparation of meeting agendas, minutes and other documents, recordkeeping, distribute board and committee materials and presentations, ensuring through administrative direction and coordination that all governance materials adhere to established guidelines.

This position works with the Program Director, Corporate Governance and key leaders to build and preserve ongoing relationships with board members, and senior management. Serves board members and management in shaping policy and supporting the organization, and by keeping key executive leaders informed of board and committee member needs and expectations.

The Corporate Governance Coordinator will manage the UW Health board portal and entity management programs and work collaboratively with Corporate Governance Administrative Assistant(s) to maintain adherence to protocols and accuracy of data.

This incumbent will participate, lead or support projects as needed including, but not limited to governance cycles(s)/meeting preparation, annual nominations and election cycle, faculty votes, etc. This position necessitates a commitment to confidentiality, professionalism, attention to detail and significant latitude of independent judgment and discretion on a routine basis.

MAJOR RESPONSIBILITIES

1. Exercises management responsibility over administrative and governance activities for UW Health and subsidiaries at the direction of the Program Director, Corporate Governance.
2. Manages board(s) and committee(s) distribution. Collaborates with Program Director, Corporate Governance, Key Leadership (including Administration, Finance, Legal, Compliance, Board/Committee Chairs, Committee Support Staff and others) to ensure the timely completion of their work according to established UW Health goals, policies, procedures, and bylaws.
3. Develops and coordinates/communicates training opportunities for BoardEffect and Diligent Entities users to strive for continual improvement and efficiencies. Works in collaboration with the Program Director, Corporate Governance, Corporate Governance staff and key executive leaders to maintain annual governance objectives, program management, individual meeting agenda planning, board education and orientation material, and create board self-assessment tool and action plans based on results.

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8. Works closely with key executive leaders, including finance, legal and compliance, board and committee chairs, and others, in creating, maintaining, revising, and disseminating the meeting agendas/materials, as well as director and officer responsibilities, including fiduciary obligations, corporate governance, and board committee composition.
9. Responsible for internal and external communication on governance and board related matters, including /among key executive leaders and board members regarding information, questions, and concerns expressed by board, committees and council members in a timely manner.
10. Collaborates with Program Director, Corporate Governance and Office of General Counsel for the development and maintenance of the articles, bylaws, minutes and corporate documents (resolutions) for UW Health.
11. Attend board/committee meetings to serve as governance advisor and coordinate committee meetings/draft minutes
12. Create/ review and collaborate with the Office of General Counsel on meeting agendas to ensure compliance with the state, Federal and other requirements, as well as compliance with entity corporate governance documents, policies, and guidelines.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associates degree in Business, Healthcare Administration, Corporate Affairs, Paralegal or related business field. Three years of relevant Corporate Governance, administrative management or project management -experience may be considered in lieu of a degree in addition to the experience outlined below.
	Preferred	Bachelor's degree in Business, Healthcare Administration, Corporate Affairs, or related field.
Work Experience	Minimum	3 years of experience in corporate governance, administrative management or project management roles
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		
<ul style="list-style-type: none"> Effective organizational, planning and project management abilities. Strong analytical skills in order to develop and analyze options, and recommend solutions for complex problems and issues Ability to function independently and handle multiple, simultaneous projects. Ability to implement change in a positive, forward thinking manner Good judgment and ability to act decisively at the right time Intuitiveness towards CEO and directors' thought processes; ability to read signals on the horizon Ability to lead and work within a multi-disciplinary setting to achieve consensus Outstanding interpersonal skills, diplomatic and partnership skills Superior level of resourcefulness, ability to work with considerable autonomy as well as willingness to work under pressure and through the whole spectrum of activities from the strategic level to the resolution of specific implementation issues Demonstrated strategic thinking skills and ability to engage in substantive dialogue on complex issues and corporate policies. Solid understanding of business structure, strategic mission and vision, and corporate governance framework within UW Health) Ability to effectively mentor staff in all areas of governance and administration work and empower them to work independently and to think creatively. Ability to make transparent decisions; recognizes and accepts responsibility for actions and for the consequences of decisions. Proficient and highly literal in common computer applications including internet research, Microsoft Office (Word, Excel, PowerPoint, Adobe Pro) and email are essential. Demonstrate high moral character, integrity, ethical behavior and loyalty to coworkers 		

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	and the organizations. <ul style="list-style-type: none"> • Ability to logically organize details • Ability to attend early/late (i.e. between 6:30 AM – 6:30 PM) meetings • Ability to represent UW Health in a professional and responsible manner internally and in public
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.