



## Job Posting

**Job Title:** Senior Governance Advisor  
**Department:** Legal, Policy & Records Management (LPRM)  
**Status:** Part-time; Permanent  
**Location:** Vancouver, BC  
**Salary:** \$47,000–\$53,000 annually for a 0.5 FTE role (18.75 hours/week) which is equivalent to approximately \$48 - \$54/hour

### Who We Are

The College of Complementary Health Professionals of BC (CCHPBC, or the College) is located on the traditional, ancestral, and unceded lands of the xʷməθ kʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations. The College regulates over 10,000 health professionals across British Columbia, including chiropractors, massage therapists, naturopathic physicians, and traditional Chinese medicine practitioners and acupuncturists.

Formed on June 28, 2024, through the amalgamation of four provincial health profession regulators, the College was established as part of the Ministry of Health's initiative to modernize the health profession regulatory framework in B.C. Its primary role is to protect public health and safety by licensing and regulating health professionals and the settings in which they practice. This includes ensuring that every health professional within its purview is fully qualified to provide safe and ethical care.

### About This Employment Opportunity

The College is seeking an experienced, highly organized, and trusted governance professional to join our team in the role of **Senior Governance Advisor**.

The Senior Governance Advisor plays a key role in strengthening the College's governance framework by supporting the full governance lifecycle for the Board of Directors and its committees. This role ensures governance excellence through high-quality coordination, preparation of governance materials, including board and committee manuals, governance orientation, and ongoing training, process improvements, and adherence to applicable policy, legislative, and regulatory requirements.

The Senior Governance Advisor builds strong, trusted relationships with the Registrar and CEO, the Board, and senior leadership. The Advisor leads the development and maintenance of best-practice governance frameworks and supports continuous improvement in governance processes and related documentation.



This position is ideal for a seasoned governance professional who brings sound judgment, strong attention to detail, and the ability to anticipate needs in a fast-paced, high-trust environment.

It is essential for all College staff to contribute to a team approach with a focus on public protection, and delivery of efficient services that align with and allow the College to meet its regulatory, strategic, and operational goals.

## Duties and Responsibilities (include but are not limited to)

- Act as an Advisor to the Registrar and CEO; providing proactive and response governance planning
- Support the planning, coordination, and execution of Board and committee meetings, including preparation of agendas, briefing materials, resolutions, minutes, and action logs
- Draft, review, and edit governance materials with a high degree of accuracy, clarity, and professionalism
- Support the department's Records Management Advisor to maintain official governance records, including policies, bylaws, charters, and Board documentation, ensuring appropriate version control, confidentiality, and retention
- Administer governance platforms and document management systems to ensure materials are secure, accessible, and well organized in coordination with the Board Liaison
- Coordinate with the Board Liaison for Board and committee calendars, annual workplans, and governance cycles
- Support Board and committee member onboarding, orientation, and ongoing governance education
- Provide guidance to internal staff on governance processes, requirements, and best practices
- Assist with the development, review, and maintenance of governance policies, frameworks, and templates
- Monitor and track governance actions, decisions, and compliance obligations
- Ensure appropriate compliance reporting, conflict of interest attestations, and other Board governance requirements are completed and documented
- Conduct research on emerging governance trends, legislation, and best practices to support continuous improvement
- Demonstrate initiative and foresight by anticipating Board and committee needs and proactively identifying solutions
- Build strong working relationships with Board members, senior leaders, and external partners



- Respond to governance-related inquiries in a timely, professional, and discreet manner
- Perform other related duties as assigned by the Executive Director, Legal, Policy, & Records Management

## Qualifications and Skills

- Post-secondary education in governance, law, public administration, business, or a related field, or an equivalent combination of education and experience
- 5-7 years of progressive experience in a governance, board administration, legal, or corporate secretary role
- Demonstrated knowledge of corporate or public-sector governance principles, practices, and decision-making structures
- Proven experience supporting boards and committees, including agenda and meeting material development, minute-taking, and records management
- Exceptional written communication skills, with the ability to draft clear, concise, and accurate governance documentation
- Strong organizational skills, with the ability to manage multiple priorities and competing deadlines
- High level of discretion, professionalism, and sound judgment when handling confidential and sensitive matters
- Strong interpersonal skills and comfort working with senior leaders and board members
- Ability to analyze processes, identify gaps, and propose practical, effective improvements
- Proficiency with Microsoft Office and governance or document management systems (e.g., BoardEffect or similar platforms)
- Detail-oriented, with a strong commitment to accuracy, quality, and service excellence

An individual who meets either the established formal qualifications or the accepted equivalency may be considered equally for this role.

## Compensation and Perks

The compensation for this position ranges from \$47,000–\$53,000 annually for a 0.5 FTE role (18.75 hours/week) which is equivalent to approximately \$48 - \$54/hour. The starting salary will be determined by factors such as the candidate's job-related knowledge, skills, experience, the salaries of peers within the same range, market conditions, and other relevant considerations.



CCHPBC offers a competitive compensation package and paid time-off package. Other perks include flexible hybrid work arrangement (required team days in-office), professional development opportunities, and office closures for the 11 statutory holidays in B.C., as well as Easter Monday and Boxing Day.

## Application Process

If you are interested in joining our team, **please submit your resume and cover letter on our careers portal on our website, [www.cchpbc.ca/about/#careers](http://www.cchpbc.ca/about/#careers), by February 15, 2026.** This position will remain open until filled, but priority will be given to applications received by the deadline. References, education and credential verifications, and a criminal record check may be required for final candidates. Internal applicants will need to submit an application with the HR team by January 30, 2026.

Preference will be given to local candidates with the flexibility to work on-site as required. Please note that this position is only open to candidates authorized to work in Canada, and relocation assistance will not be provided.

The College provides accommodations for applicants with disabilities throughout the selection process. If you require accommodation, please inform us when contacted for an interview or assessment. All accommodation information will be kept confidential.

We appreciate all applications; however, only those selected for an interview will be contacted.