



## RUGBY CANADA JOB DESCRIPTION

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**Title:** Director, Governance and Regulations  
**Type of Position:** Full Time Employee  
**Location:** Flexible  
**Functional Area:** Finance & Administration  
**Reporting to:** Senior Director, Finance & Administration

**Rugby Canada** is the national sport organization for rugby union committed to delivering life-long, inclusive rugby experiences that cultivate participation and inspire excellence from community to club to country. Our organizational values include integrity, passion, solidarity, discipline and respect.

**Canada Sevens**, a division of Rugby Canada, is responsible for the planning and execution of the HSBC Canada Sevens event.

Rugby Canada is committed to building a skilled, diverse team reflective of Canadian society. As a result, we promote employment equity and encourage applications from women, Indigenous peoples, persons with a disability or members of a visible minority group and regardless of sexual identity, gender identification or gender expression.

### POSITION DESCRIPTION

*This is a Director level role which reports to the Senior Director, Finance & Administration with the primary objective of ensuring Rugby Canada sustains strong and effective governance practices and relationships. Working directly with the Board of Rugby Canada and governing bodies that work with Rugby Canada, this role will establish a pattern of effective and collaborative cross-functional relationships within all aspects of Rugby, both domestically and internationally.*

### RESPONSIBILITIES

- Support for the Board of Rugby Canada with corporate governance. Arranging the Annual General Meeting, business sessions and other Board meetings
- Providing and maintaining systems, policies and processes for the Board to track progress and documentation across the organization.
- Be the main point of contact for Rugby Canada with World Rugby, Sport Canada, Canadian Olympic Committee and other relevant governing bodies to ensure compliance with all regulations
- Provide Governance and Regulatory Leadership to Provincial Rugby Unions
- Providing leadership on Rugby Canada's Insurance policies, negotiating annual renewals and the administration process for players, clubs and unions
- Overseeing the sanctioning of domestic competitions, tour requests and international player clearances

### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250 418 8998  
Fax / Téléc: 250 386 3810

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770

rugby.ca  
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- Lead contact for Safe Sport. Work with Human Resources to ensure that all training and compliance programs are completed by the staff and contractors of Rugby Canada
- Supervise the membership registration platform.
- Lead contact for our platform providers, overseeing our Rugby Services Coordinator for registrations.

#### REQUIRED SKILLS & QUALIFICATIONS

- 5 years experience in corporate governance and/or regulatory compliance roles in business, charity, sport or public sector
- Experience in managing multi-stakeholder environments
- University degree in Business, Corporate Governance or Administration;
- Experience in the sport or rugby considered an asset
- Leadership skills and direction for department's employees
- Experience in Microsoft products (Excel, Word, Teams, PowerPoint, Outlook)
- Bilingual in English and French considered an asset
- Must be legally entitled to work in Canada

#### PERSONAL ATTRIBUTE QUALIFICATIONS

- *Passion for and understanding of the importance of governance, regulations, bye-laws and the detail therein*
- *Strong ability to understand rugby regulations and how they are applied to Rugby Canada, provincial unions, clubs, universities, schools and players.*
- *Strong relationship management skills and proven leadership capabilities*
- *High level communicator who is able to explain the regulations, purpose behind them and benefits and consequences of adherence or non-adherence.*
- *Strong character with the will to ensure the organization will follow through on the regulations and their application.*
- *A collaborative team member who can establish strong working relationships with external stakeholders and with colleagues within the organization*
- *Willingness to travel both internationally and domestically to meet key stakeholders*
- *Strong organizational skills, time management and attention to detail*
- *A track record of operating in and a deep understanding of community sport in Canada*
- *Highly skilled in engaging and influencing a broad range of stakeholders including, provincial unions, government bodies, stakeholder groups and forums.*
- *Has the ability to be curious in understanding new developments and embracing the relevant technology and innovation*

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