

Role: Governance Advisor (Contract)

Organization: Supply Chain Management Association Alberta

Reports to: President and CEO

Term: Contract for 4 months (with possibility of extension)

Location: Alberta (remote + occasional in-person meetings)

Role Purpose:

The Governance Advisor will partner with the association's leadership and Board to review, update and ensure compliance of the organization's bylaws, governance policies and board practices in response to Bill 40 (Professional Governance Act) and other regulatory changes in Alberta. This role is critical to safeguarding the association's legal compliance, enabling robust governance, and positioning the organization as a leader in professional association governance.

Key Responsibilities:

- Conduct a governance diagnostic of the association's current bylaws, policies, strategic documents and board practices in relation to the requirements under Bill 40 and Alberta regulatory expectations.
 - Provide expert guidance and recommendations to the Board and governance committee on bylaw amendments, governance structures, committee composition, transparency and accountability mechanisms.
 - Draft revised bylaws, governance policies (e.g., code of conduct for directors, committee terms of reference, conflict of interest policy, board member recruitment/appointment process) and propose implementation plans.
 - Facilitate workshops or meetings with the Board and senior leadership on governance best practices, Bill 40 implications, and change management to support adoption of the revised governance framework.
 - Support regulatory filings, documentation and transition planning—including stakeholder communications, board approval process, member consultation where required, and compliance timelines.
 - Advise on governance metrics, board self-evaluation tools, and ongoing monitoring mechanisms to ensure the association remains aligned with evolving expectations under Bill 40.
 - Collaborate with legal counsel, association staff, and the Board to ensure that governance changes are fit-for-purpose, fiscally responsible and aligned with the association's mission and membership interests.
-

Qualifications & Skills:

- Proven experience in governance advisory, corporate or association governance, bylaws development, or non-profit Board services (ideally within Alberta or Canadian professional associations).
- Strong understanding of regulatory frameworks for professional associations/regulatory organizations in Alberta, including Bill 40 (Professional Governance Act) and related statutes.
- Excellent legal drafting, policy writing and governance documentation skills.
- Demonstrated facilitation and change-management abilities—able to engage Boards and leadership teams effectively.
- Strong business judgement, stakeholder management and communications skills.
- Ability to work independently, manage project timelines, and deliver under budget constraints.
- Membership status or experience in non-profit governance, professional association leadership or relevant governance/training certification is an asset.

Deliverables:

- Governance diagnostic report with gap analysis.
- Proposed draft bylaws and governance policies packet.
- Implementation plan with timeline, responsibilities and budget estimate.
- Workshop materials and session summaries for Board orientation.
- Final report including transition roadmap and monitoring framework.

How to Apply

Interested candidates are invited to submit their application to: info.ab@supplychaincanada.com

The deadline to apply is **December 5, 2025**.