

Castlegar & District Community Services Society

Executive Director Position Description (Updated Feb/2012)

Position Summary

The Executive Director

- Reports to the board of directors.
- Is responsible for the leadership and operation of the Society.
- Is familiar with and complies with the Societies Act and other relevant legislation.
- Is familiar with the Society's Constitution, By-laws, and Policy.
- Ensures that financial, human, and material resources are organized and directed or delegated towards in order that the goals and objectives of the Society are met.
- Is accountable for planning, organizing and evaluating the functions of finance, administration, human resources, public education, and social enterprises.
- Promotes the agency's interests and activities by working collaboratively with staff, volunteers, board members, government, businesses, and community organizations.
- Serves as a resource to the board and staff in developing strategies and policies consistent with the mission of the Society.

Key Duties and Responsibilities (*prioritized*)

1. Financial Management

- a. Prepare financial plans and annual operating budget for board approval.
- b. Develop annual program and project budgets in collaboration with program staff.
- c. Manage the efficient and effective use of the agency's resources.
- d. Oversee all accounting functions, including payroll, financial reporting and remittances to various government and funding agencies.
- e. Provide information to agency's auditor regarding preparation of annual financial statements.

2. Contract Administration

- a. Review, negotiate, and renew all contracts and extensions.
- b. Be familiar with all contractual obligations and commitments of the Society.
- c. Orient employees to specifics of contract objectives.
- d. Liaise and develop effective relationships with funding sources and regulatory bodies and ensure the submission of required reports and contract timelines are met.
- e. Research, develop and submit funding proposals and applications for funding from government and other sources.

3. Program/Service Development, and Accountability

- a. Provide overall leadership for the Agency's PQI process.
- b. Design and develop programs and services that meet contract expectations and guidelines and/or that address one or more of the agency's planned initiatives in collaboration with program or project staff
- c. Ensure all programs and services work within contractual parameters.
- d. Ensure provision of regular statistical program reporting.
- e. Ensure annual evaluation of all programs and services.
- f. Collaborate with other service organizations to ensure best practices, information sharing and capacity building occurs.
- g. Create and maintain administrative support systems as needed by the Society
- h. Oversee and ensure risk management policies and procedures are sufficient to protect the agency, employees and/or volunteers from liability and other claims.
- i. Establish and ensure that all professional, licensing or other accreditation requirements are in place to satisfy legal, regulatory and other requirements.
- j. Ensure agency's equipment and facilities are managed effectively and efficiently to ensure client, employee, and volunteer safety and comfort.

4. Human Resources Management

- a. Be familiar with agency's personnel policies, Employment Standards Act and other relevant legislation.
- b. Implement the terms and conditions of the collective agreement; may consult with the Community Social Services Employers' Association (CSSEA); may also participate in union negotiations.
- c. Provide leadership to staff, build a strong and collaborative team, facilitate open lines of communication between staff, volunteers, ensure ongoing employee wellness, recognition, and appreciation.
- d. Develop job descriptions and ensure regular review.
- e. Ensure staff is informed and knowledgeable about operational policies and procedures and their implications and relevance to agency operations.
- f. Ensure employees have and maintain the required knowledge, skills, and abilities to carry out their duties.
- g. Ensure new employees are oriented to programs, policies and procedures including their terms and conditions of employment.
- h. Ensure staff is adequately supervised and supported in their work.
- i. Implement and manage an annual performance planning and review process for all staff and program volunteers; review all annual plans.
- j. Implement recruitment processes and coordinate hiring committees.

5. Board Support and Society Administration & Governance

- a. Develop and implement administrative and strategic plans in collaboration with the board and employees
- b. Recommend and develop policies with Policy and Personnel Committee, plus implement policies and procedures with/to staff.
- c. Attend board meetings to communicate with the board of directors to ensure that the board has adequate information on agency activities to carry out appropriate decision-making
- d. Participate in meetings of the board's standing committees as requested.
- e. Participate in other administrative priorities as designated by the board.
- f. Attend Annual General Meetings.

6. Communication and Community Relations

- a. In collaboration with the board, communicates CDCSS's needs and value to the community.
- b. In collaboration with the board, represent the agency at community and fundraising events or other official functions, as time allows.
- c. Participate on relevant community and/or regional committees or initiatives, as time allows.
- d. In collaboration with the board, conduct media relations activities such as providing interviews, approving news releases and Newsletters and assisting to proactively communicate through the media.
- e. Delegate and oversee the writing and design of agency promotional and information materials as needed.

Note: This job description is not intended to be understood as a final list of all duties, responsibilities and skills required. Duties and responsibilities may vary or change depending upon agency needs and/or board directives.