

## JOB DESCRIPTION

### **Executive Director, Ringette BC**

The Executive Director is responsible for the successful leadership and management of Ringette BC according to the strategic direction set by the Board of Directors. The Executive Director is responsible for creating the annual operational plans and an annual budget for Ringette BC, ensuring that all initiatives and programming align with the Strategic Plan.

1. Implement board policy and decisions:
  - Participate with the Board of Directors in developing a vision and strategic plan to guide Ringette BC.
  - Identify, assess, and inform the Board of Directors of internal and external issues that affect Ringette BC.
  - Act as a professional advisor to the Board of Director on all aspects of Ringette BC's activities.
  - Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff.
  - Act as a spokesperson for Ringette BC to inspire, promote and engage with current and future players, parents, coaches, volunteers, media, and other stakeholder groups.
  - Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
  - Represent Ringette BC at community activities to enhance Ringette BC's profile.
  - Oversee development and implementation of orientation for in-coming Board Members.
  - Key point of contact for Appeals, Complaints and Discipline proceedings and panels
  - Designated Privacy Officer by the Board of Directors
2. Operational planning and management:
  - Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of Ringette BC and meet expectations of board, staff, funders, and other stakeholders.
  - Ensure appropriate staffing consistent with community and member needs and within the constraints of Ringette BC's physical and financial resources.
  - Oversee the efficient and effective day-to-day operation of Ringette BC.
  - Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
  - Ensure that personnel, coach, donor, and volunteer files are securely stored, and privacy/confidentiality is maintained.
  - Member of Standing Committees as required/requested.
  - Oversee Program Committees as required/requested.
  - Member of Working Groups as required/requested.
  - Provide support to the Board as required.
3. Act as a role model of respect for self and other senior athlete leaders:
  - Maintain a manner of professionalism when engaging with members of the sport community.
  - Refrain from behaviours that would undermine your position of leadership.

- Create an inclusive atmosphere and promote a sense of fulfilment and pride among the Ringette community.
  - Communicate with stakeholders such as national, provincial, local associations, leagues coaches, players, parents and volunteers to keep them informed of the work of Ringette BC and to identify changes in the community served by Ringette BC.
  - Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of Ringette BC.
  - Educate Ringette BC Values and Mission through engagements with members and the public.
4. Program planning and management:
- Oversee the planning, implementation and evaluation of Ringette BC's programs and services.
  - Ensure that the programs and services offered by Ringette BC contribute to Ringette BC's mission and reflect the priorities of the Board.
  - Monitor the day-to-day delivery of the programs and services of Ringette BC to maintain or improve quality.
  - Manage and organize all grant writing and reporting to stakeholders for Ringette BC.
  - Oversee the planning, implementation, execution, and evaluation of special projects.
5. Human resources planning and management:
- Determine staffing requirements for organizational management and program delivery.
  - Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff.
  - Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
  - Recruit, interview and select staff that have the right technical and personal abilities to help further Ringette BC's mission.
  - Ensure that all staff receives an orientation to Ringette BC and that appropriate training is provided.
  - Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
  - Coach and mentor staff as appropriate to improve performance.
  - Discipline staff when necessary, using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.
6. Financial planning and management:
- Work with staff and the Board to prepare a comprehensive budget.
  - Ensure development of annual budget, within the context of the operating plans, and present to Board for evaluation and modification as required.
  - Research funding sources, oversee the development of fund-raising plans and write funding proposals to increase the funds of Ringette BC.
  - Participate in fundraising activities as appropriate.
  - Approve expenditures within the authority delegated by the Board.
  - Ensure that sound bookkeeping, and accounting procedures are followed.
  - Administer the funds of Ringette BC according to the approved budget and monitor the monthly cash flow of Ringette BC.
  - Provide the Board with regular reports on the revenues and expenditure of Ringette BC.
  - Ensure that Ringette BC complies with all legislation covering taxation and withholding payments.

7. Risk management:
- Identify and evaluate the risks to Ringette BC's people (stakeholders, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
  - Ensure that the Board of Directors and Ringette BC carries appropriate and adequate insurance coverage.
  - Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage

Qualifications, Knowledge, Skills, and abilities:

- Strong working knowledge of sports administration and recreation management principles and practices
- Degree in Sport Management/Administration, recreation and/or the equivalent working experience in a related field
- Experience in managing volunteers, athletes, sports, or education related organizations
- Experience in initiating, planning, implementing, and evaluating programs and services
- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations including employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
- Knowledge of human resources, financial, project, operational and strategic management
- Proficient with technology, including but not limited to the Office Suite, productivity software tools and social media applications.