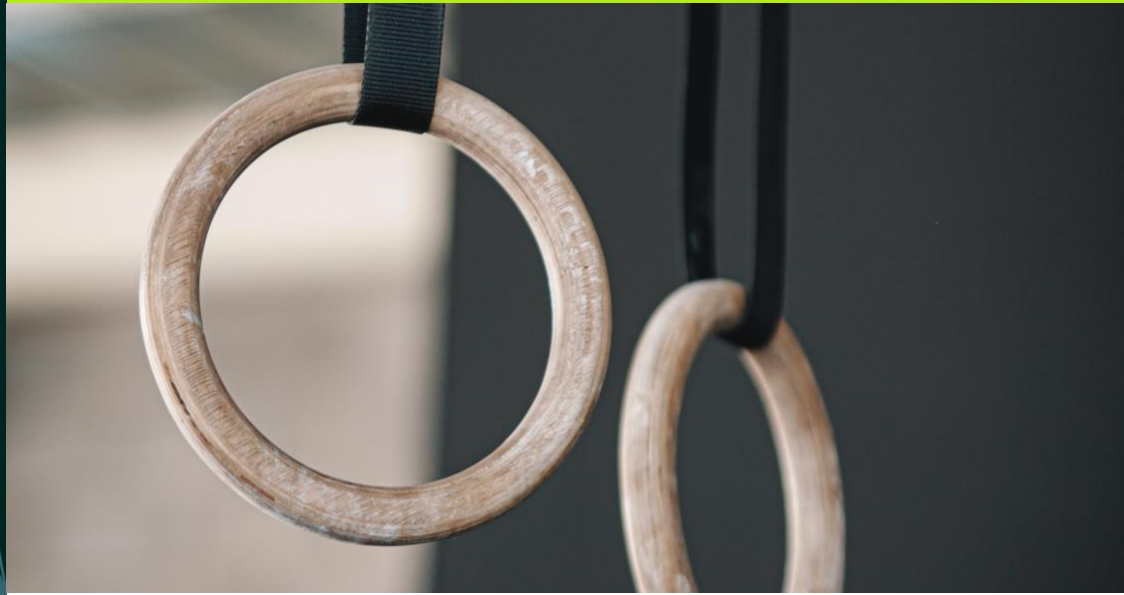


RECRUITMENT BRIEF

Gymnastics BC Chief Executive Officer Recruitment

January 2024



Watson

Board Advisors

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The Opportunity

As a not-for-profit society, Gymnastics BC is the fourth-largest Provincial Sport Organization (PSO) in BC, and the third-largest gymnastics PSO in Canada. Gymnastics BC (GymBC) is dedicated to fostering the development of gymnastics in BC and supporting athletes, coaches, judges, and parents.

The CEO position at GymBC presents a unique opportunity for a dynamic leader to spearhead the organization's success. Reporting to the Board of Directors, the CEO will play a pivotal role in various aspects, including Financial Management, Insurance and Risk Management, Leadership and People Management, Human Resources Management, External/Internal Stakeholder Relations, and Governance. Key responsibilities involve overseeing financial operations, managing risk and insurance, providing strategic leadership, fostering a positive organizational culture, handling human resources functions, and engaging with external stakeholders.

The ideal candidate should possess a degree in Business Management or Non-Profit Management, exhibit a strong understanding of finance and risk management, demonstrate strategic planning expertise, and have experience in organizational governance and stakeholder engagement. The role requires a solid leader with excellent communication skills, organizational acumen, and a proven ability to build and maintain partnerships. The successful candidate will contribute to the organization's success by inspiring innovation, building trust, and effectively managing the diverse responsibilities outlined in the job description.

Overview of Gymnastics BC

GymBC is a non-profit organization committed to advancing the sport of gymnastics in the province of British Columbia. Established in 1969, GymBC has been a pivotal force in the governance, promotion, and development of gymnastics, ensuring both competitive and recreational programs thrive under its leadership. As the fourth largest PSO in British Columbia and the third largest gymnastics PSO in Canada, GymBC actively fosters the growth and development of gymnastics in the region. The organization operates under a robust structure led by a membership-elected President and Vice-president, with three standing committees supporting the Board's work and four technical committees overseeing regulations, programs, and services for various disciplines.

In alignment with their commitment to excellence, GymBC introduced four focus areas within the [2020-2024 Strategic Plan](#). Their strategic goals include proactively enhancing relevancy, broadening partnerships for a greater contribution to overall health, and securing more sustainable financial resources. In doing so, GymBC aims to maximize its impact and value to members and stakeholders. This forward-thinking approach reflects the organization's dedication to adapting to the evolving needs of the gymnastics community and ensuring a lasting and positive influence on the sport.

Vision: GymBC is a provincial leader in the delivery of quality foundational to high performance programs and services that foster lifelong participation in sport

Mission: To deliver positive and diverse gymnastics experiences for province-wide participation at all levels

Values: Excellence ★ Leadership ★ Transparency ★ Ethics ★ Professionalism ★ People Focus ★ Business Management ★ Programming Excellence ★ Customer Service ★ Safety and Risk Management

Chief Executive Officer – Position Profile

Reporting to the Board of Directors, the CEO of GymBC will lead the organization in the areas of Financial Management, Insurance and Risk Management, Leadership and People Management, Human Resources Management, External/Internal Stakeholder Relations, and Governance.

Key Responsibilities

External and Internal Stakeholder Relations

- Represent GymBC with strategic partners, stakeholders, and partner management committees
- Liaise with the government and maintain relationships with the leadership of viaSport, Sport BC, Gymnastics Canada (GymCan), CSI Pacific, other BC PSOs, and other provincial gymnastics associations
- Handle all business (non-technical) correspondence with GymCan
- Service the needs of the membership by assisting with business management issues, as required
- Promote and facilitate inter-club collaboration and cooperation
- Enhance member benefits in cooperation with staff and designated directors
- Manage the organization's public relations activities
- Oversee and provide strategic direction in Communications, Event Management, and Sponsorships

Leadership and People Management

- Provide strategic direction, empower staff, and promote a positive organizational culture
- Coach, mentor, and develop staff while providing guidance on day-to-day activities, as required, to a team of direct reports overseeing Communications, Risk Management, Events Management, and technical areas
- Develop and maintain an integrated annual work plan in cooperation with staff
- Hire, schedule, supervise, and evaluate team members in consultation with applicable committees
- Lead by example and make sound decisions in collaboration with the Board

Human Resources Management

- Serve on GymBC's Personnel Committee, and coordinate committee meetings
- In the absence of an HR professional, manage all human resources functions appropriately, seeking HR and legal advice as required

Financial Management

- In conjunction with the bookkeeper and external financial partners, ensure GymBC operates in a financially sound and fiscally responsible manner
- Prepare the annual budget in collaboration with staff and the Finance Committee
- Serve on GymBC's Finance Committee and coordinate committee meetings
- Control all expenditures within budget parameters, including timely oversight of event committee and technical committee budgets
- Review and sign contracts on behalf of GymBC
- Oversee the annual audit and represent the association in meetings with the auditor
- Collaborate with accounting staff/vendors to ensure accounting functions are performed accurately and on a timely basis

Fundraising and Sponsorships

- Seek out, prepare and/or oversee grants and other funding applications
- Ensure GymBC meets all government and related organization funding requirements and prepares the required funding accountability reports
- Lead the preparation of government and related organization funding evaluation/review processes in cooperation with staff and Board, as necessary
- Solicit advertising for all association publications in cooperation with GymBC's Communications & Marketing Manager
- Lead the planning and activation of fundraising initiatives and solicitation of sponsorships that support the fulfillment of the strategic plan
- In conjunction with staff, prepare final reports for all sponsored programs

Insurance and Risk Management

- Oversee Insurance and Risk Management
- Collaborate with the Safety Officer to serve as the confidential liaison with law enforcement on criminal matters involving GymBC and its members and serve as GymBC's official spokesperson on such matters

Governance

- With input and guidance from the Board, work collaboratively in the development of the strategic plan, including establishing objectives and KPI's

- Maintain open communication with the Board of Directors, members, and office staff
- In consultation with the Chair, prepare Board meeting agendas, supervise the preparation of the Board package for each GymBC Board meeting, and attend all Board meetings
- Prepare an annual report in cooperation with staff for GymBC's Annual General Meeting

Key Experiential Requirements

- Proven CEO experience preferably of a non-profit organization
- Broad range of experience that includes policy development, strategic planning, program management, regulatory compliance and advocacy
- A keen interest in sport, recreation or physical literacy is desirable
- Sound knowledge of modern governance practices and experience working with a volunteer Board of Directors
- Solid financial and business acumen with an understanding of insurance and risk management
- Highly collaborative with proven expertise engaging with stakeholders, building relationships and gaining trust

Key Competencies and Attributes

- Inclusive and progressive leader and developer of people who empowers staff to exceed expectations and strive for innovative solutions
- Excellent communication skills and a confident public speaker
- Superior organizational, planning, and time management skills
- Able to influence and inspire others and create followership
- Proven ability to build and maintain effective working relationships and partnerships
- Can deal in ambiguity and not afraid to make tough decisions
- Enthusiastic team player who takes initiative and demonstrates creative problem-solving, good judgment, and an entrepreneurial approach
- Understanding of, and sensitivity to diversity, equity, inclusion and social justice issues

Compensation

The current salary range for this position is \$110,000 to \$130,000. Actual total compensation will be based on the knowledge, skills, and experience of the successful candidate as well as performance as evaluated by the Search Committee.

Contact Information

For further information, please contact Barb Schimnowsky at barb@watsoninc.ca or Cameron Wilson at cameron@watsoninc.ca.

About Watson Board Advisors

At Watson Board Advisors (Watson), we help Boards be more effective so they can positively shape the future of their organizations.

As the most experienced Board advisory firm in Canada, over the past 20 years we've supported more than 500 Boards across the full spectrum of sectors, organizations, and stages of evolution. In partnership with our clients, we are tailored and practical in helping recruit and select the right CEO. And Directors, strengthen governance, and navigate strategy and risk in a rapidly changing world.

Founded in 2005, Watson is a fully independent Benefit Company. We do this work because we believe Boards play a uniquely critical role in shaping a better world.

Disclaimer

This document is intended to provide background information on Gymnastics BC for the purpose of informing potential CEO candidates and does not provide binding legal representations or contractual obligations. The information contained herein may be subject to change.