



## Executive Director

**The Opportunity:** BC Artistic Swimming (BCAS) is the governing body for artistic swimming in British Columbia and a grassroots organization of passionate people who are committed to growing our sport. Supporting athletes of all ages and abilities is critical for the growth of artistic swimming in BC and was the motivation to organize BCAS under three equal pillars: Operations, High Performance, and Sport Development. Under this structure, with exceptional professional leadership and expert advisory committees for each pillar, BCAS supports all members, communities, and programs in BC.

The Executive Director position presents an opportunity for a dynamic leader to spearhead the organization's success. Reporting to the Board of Directors through the President and working collaboratively with the BCAS staff and membership, the Executive Director is pivotal to the governance and operations of the organization.

The ideal candidate has management level experience and relevant education in business or sport management/administration. Experience working in the sport sector and an understanding of artistic swimming are considered an asset but not essential. The role requires a solid steward who understands governance, the Canadian sport sector, risk management, safe sport, and strategic leadership. The successful candidate will have the demonstrated capacity to work with multiple stakeholders who may have competing priorities and success in achieving consensus and working in partnership with groups of diverse personalities. Exceptional communication skills are required.

This is a full-time remote position that will require the individual to work outside traditional office hours from time to time. Given the remote nature of this position, it is of paramount importance that there is strong communication with staff, the Board of Directors and the BCAS membership.

**Summary:** The Executive Director leads the operations of BC Artistic Swimming (BCAS), professionally balancing the varied priorities of the board, funders, volunteers, athletes, coaches, employees, and members. The Executive Director has a strong understanding of and plan to attain the organization's vision for this organization and enables the Board to effectively govern the organization while also leading the staff and contractors who deliver the programs and services of BCAS. Successfully securing and maintaining competitive sport funding and managing relationships with those funders is a key priority for the Executive Director.

**Accountability:** The Executive Director reports to the President of the BCAS Board of Directors and works collaboratively with BCAS staff to implement provincial programs and initiatives. The Executive Directors provides ongoing advice and support to the Board of Directors to inform governance, decision making, and activate strategic priorities. As appropriate, the Executive Directors works collaboratively with committees to set priorities, develop policies and guidelines, and solve issues that arise.



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## Key Responsibilities:

### General:

- ✦ Lead the development and implementation of the BCAS Strategic Plan.
- ✦ Oversee and manage all BCAS staff and all human resources matters in consultation with the HR Committee.
- ✦ Implement the vision and mission of BCAS with key strategies such as True Sport, Responsible Coaching Movement, and Safe Sport.
- ✦ Ensure compliance with funder requirements, including but not limited to viaSport, the Province of BC, hosting and other grants, earned revenue, and other sources of funding.
- ✦ Complete annual reporting requirements with BC Registry Services, Auditors, Canada Artistic Swimming (CAS), and Canada Revenue Agency.
- ✦ Ensure BCAS achieves full compliance with the CAS Members Operations Policy.
- ✦ Manage financial operations in consultation with the Finance Committee.
- ✦ Supervise BCAS competitions and events to ensure effective delivery.
- ✦ Provide governance and functional support to the Board of Directors including meeting management, reporting, record keeping and policy and procedures development.
- ✦ Lead and manage the communication and marketing strategy in collaboration with the Marketing & Communications Committee.
- ✦ Serve as the primary liaison with Canada Artistic Swimming and guide the activation of national decisions within BC.
- ✦ Oversee all program delivery for BCAS.
- ✦ Facilitate office management and administration, as needed.

### Leadership:

- ✦ Provide leadership to all BCAS staff, members and the Board in the activation of their roles and responsibilities.
- ✦ Raise the standards of organizational excellence for BCAS through key strategies such as True Sport, Responsible Coaching Movement, and Safe Sport.

### Financial Management:

- ✦ In consultation with the Finance Committee, manage financial operations including, but not limited to:
  - ✦ Develop the annual budget in collaboration with the Board of Directors.
  - ✦ Authorize, monitor, and report on financial activities to the Board of Directors.
  - ✦ Oversee bookkeeping and accounting processes and procedures.
  - ✦ Oversee program and project budgets and financial management.
  - ✦ Ensure all annual viaSport, BC Registry Services, Audit, Synchro Canada, Canada Revenue Agency, and Gaming Policy and Enforcement Branch reporting and compliance are completed and submitted in a timely matter.

### Communication and Marketing:

- ✦ Establish and model the standard for communication with BCAS stakeholders with timely and thoughtful communication strategies.
- ✦ Develop strong relationships with Canada Artistic Swimming and other partner organizations (viaSport, Sport BC, etc.) and act as the primary liaison between them and the BCAS membership.
- ✦ Establish and oversee implementation of effective communication tools for communicating with membership (website, social media and other e-communication, etc.).
- ✦ Serve as the primary source and voice of external communications and media strategies.
- ✦ Lead marketing, promotion, and sponsorship of the sport, events and projects.
- ✦ Enhance, promote, and develop the BCAs brand.

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### **Membership:**

- ✦ Oversee the annual membership registration processes and activities including development of the annual membership package.
- ✦ Serve as the primary liaison with member clubs and their Executives.
- ✦ Manage complaints, conflicts, and disputes that may arise in accordance with BCAS policies.

### **Governance and Risk Management:**

- ✦ Maintain regular communication with the BCAS President about issues arising and organizational activities.
- ✦ Manage planning meetings, reporting, record keeping for general, Board & Committee Meetings, as appropriate.
- ✦ Lead risk management for the organization, overseeing the ongoing use of the risk registry, application of current policies, and managing issues as they arise.
- ✦ Support the Governance Committee and Board of Directors to identify the need for policy changes and additions, research appropriate policy, and guide their implementation across the organization.
- ✦ Manage the organization's level of risk through a variety of strategies including insurance, loss prevention, policy development and application, criminal record checks, disclosure waivers, etc.
- ✦ Prepare and present materials and information necessary for the Board of Directors to effectively make decisions, including the monthly Board meeting package and Annual General Meeting materials.

### **Human Resources**

- ✦ Lead human resources activities for BCAS including hiring, supervision, assessments, appraisals, training, payroll and benefits, contract development, and conflict management.
- ✦ Work with Sport BC payroll services to administer staff payroll and benefits.

### **Fundraising, Sponsorships and Grants:**

- ✦ Manage all viaSport, Sport BC and Gaming applications and reporting including grants and licensed gaming.
- ✦ Actively pursue grant and sponsorship opportunities, manage application processes, and ensure compliance and fulfillment of reporting and recognition requirements for viaSport or any other funding agencies or opportunities.
- ✦ Pursue other fundraising opportunities as they may arise.

### **Program Oversight:**

- ✦ Working with BCAS Staff members, the Executive Director has overall responsibility for all BCAS Programs, including:
  - ✦ Competitions and Events, including but not limited to provincial and national meets, technical conferences, professional development sessions, annual summit, AGM, and other events of the organization.
  - ✦ High Performance, including but not limited to the Ignite Provincial Program, Targeted Athlete Program, Canada Summer Games, National Team events.
  - ✦ Sport Development Programs including but not limited to club development and growth, coach development, officials development, BC Summer Games, AquaGO!, etc.
  - ✦ Implementing Technical Information and Rules.
  - ✦ Recognition Program including bursaries and awards.

### **Office Management and Administration:**

- ✦ Oversee day to day management of the office and its supplies, product inventory, systems, archives, materials, equipment and records, as needed.

*Note: This description is intended to indicate the type of responsibilities and accountability required of the position. It does not limit or exclude other responsibilities not mentioned here that are required for the success in the position.*