



Job Description- Executive Director

Date: July 2018

Title: Executive Director

Reports To: Board of Directors, through the Board Chair

Summary: The Executive Director is responsible for the successful leadership and management of the Boys and Girls Clubs of Williams Lake and District according to the strategic direction set by the Board of Directors. The Executive Director shall report to the Board of Directors as a whole through the Chair, or in the absence of the Chair, the Vice Chair and shall take direction from the Board through the Chair, or in the absence of the Chair, the Vice Chair. The Executive Director will demonstrate and promote a personal understanding of and appreciation for the mission, vision, and values of the Boys and Girls Club of Williams Lake.

Key Duties and Responsibilities

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the Boys and Girls Club of Williams Lake
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the Boys and Girls Club of Williams Lake
- Act as a professional advisor to the Board of Director on all aspects
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- Act as a spokesperson for the Boys and Girls Club of Williams Lake
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the Boys and Girls Club of Williams Lake at community activities to enhance the Club's community profile
- Foster and maintain an inclusive environment, allowing all members equal opportunity for success

Operational Planning and Management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Boys and Girls Club of Williams Lake
- Ensure that the operation of the organization meets the expectations of its clients, Board of Directors and Funders and is consistent with the public policy of the Boys and Girls Clubs of Canada.
- Oversee the efficient and effective day-to-day operation of the Boys and Girls Club of Williams Lake



- Assist with the drafting of 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, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Draft agendas with the Chairperson of the Board and ensure logistical support and documentation preparation for all Board and Annual General meetings

Program Planning and Management

- Oversee the planning, implementation and evaluation of programs and services
- Ensure that the programs and services offered by the organization contribute to the mission, reflect the priorities of the Board and are consistent with the public policies of the Boys and Girls Clubs of Canada in relation to those programs and Services.
- Monitor the day-to-day delivery of the programs and services to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Human Resources

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of 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
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff and conducting annual performance reviews
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary and approved by the Board using appropriate and legally defensible procedures

Financial Planning and Management

- Work with staff and the Board (Treasurer) to prepare a comprehensive budget
- Work with the Board to develop and maintain sustainable funding
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- In collaboration with the Central Interior Community Services Co-op (CICSC) finance department: prepare financial forecasts and organizational budgets related to physical, financial, human resources and accounting
- Administer the funds according to the approved budget and monitor the monthly cash
- Provide the Board with comprehensive, regular reports on revenues and expenditures
- Ensure the Club complies with all relevant legislation



Community Relations and Advocacy

- Maintain ongoing communication with stakeholders to keep them informed and to identify changes in the community served by the Boys and Girls Club of Williams Lake
- Establish and maintain good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals, mission, and strategic plan

Risk Management

- Identify and evaluate the risks to people (members, staff, management, and volunteers), property, finances, goodwill, and image, and implement measures to control risks
- Ensure that the Board of Directors and the Club carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

Qualifications

- Post-Secondary degree in a related field
- Experienced professional with demonstrated business management, proven leadership skills and the ability to coach and mentor at all levels.
- Knowledge of leadership and management principles
- Knowledge of all federal and provincial legislation applicable to non-profit/voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
- Knowledge of current community challenges and opportunities relating to the mission of the organization and ability to coordinate with community partners to further said mission.
- Proficient in Microsoft Office

Core Competencies

- Adaptability
- Ethical
- Building Relationships
- Effective Communication
- Client Focused
- Teamwork
- Decision Making
- Program Solving
- Strategic

Working Conditions

- The ability to function independently, and frequently under pressure, while managing multiple concurrent projects and deadlines including participating in resolving and effectively managing stressful and emergency/crisis situations is an ongoing expectation.



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- Participation at meetings, conferences and other events may involve long work days, and/or evening/weekend work.
- Successful candidates will be required to provide a current and satisfactory Criminal Records Check.

Approved By:

Board of Directors

Date Approved:

Jul 19, 2018