

Cross Country BC Executive Director Job Description

1. **Position Title.** Executive Director.
2. **Reporting Structure.** The Executive Director reports and is responsible and accountable directly to the Cross Country BC (CCBC) Board of Directors through the Chair of the Board.
3. **General Scope of Responsibilities.** The Executive Director provides overall management and leadership in implementing Board policy in a manner consistent with the mission and goals of CCBC, and is responsible for all aspects of the organization's operations.

Reference: Cross Country BC Board Governance Policy -

<http://www.crosscountrybc.ca/sites/default/files/documents/CCBC%20Governance%20Policyv2.pdf>

4. **Specific Responsibilities.** Within the overall mandate established by the CCBC Board of Directors, the Executive Director develops operational strategies and plans, and manages the implementation process. The specific responsibilities of the Executive Director shall include, but not be limited to, the following:
 - a) *Implementing Board policies and decisions*
 - Act as a resource to the Board of Directors so that policy decisions are made on an informed basis
 - Gather, interpret and articulate information to the Board about sport trends and resources as they relate to enhancing the Board's capacity for effective communication, decision-making and long-term planning
 - Keep the Board informed (on a timely basis) of significant issues affecting the development and delivery of programs and services
 - Provide guidance and advice to the Board on process issues such as establishing and interpreting terms of reference, decision-making and accountability
 - Attend and participate in meetings, assist with materials and recording notes/minutes for distribution
 - b) *Overseeing the financial management of the organization*
 - Refer to CCBC's Governance Policy for details
 - c) *Planning*
 - Assist the Board with strategic planning

- Develop, update, monitor and report on Operational Plans that provide direction for a given year by integrating key aspects of the Strategic Plan with the Operational Plan and the budget
- d) *Managing human resources*
- Recruit, select, orient, manage and develop CCBC staff
 - Recruit, orient, manage and develop volunteers who contribute directly to CCBC operations, primarily through the Operational Committees
 - Ensure appropriate staffing consistent with the organizations needs and within the constraints of the organization's physical and financial resources
 - Develop and maintain appropriate job descriptions for all staff
 - Prepare employee agreements/contracts and pay/benefit policies for Board approval
 - Provide performance reviews for staff as appropriate
 - Coordinate and lead staff meetings
- e) *Delivering programs and services*
- Ensure all programs are aligned with Cross Country Canada's (CCC) Long Term Athlete Development (LTAD) model
 - Ensure all programs are consistent with CCBC's Strategic Plan
 - Monitor our sport system's needs on an ongoing basis, be aware of the changing context within which programs and services are provided
 - Monitor programs and services to ensure consistency with criteria established by funding sources and the mission and goals of the organization
 - Regularly obtain statistical and qualitative feedback about program and service delivery
 - Prepare and provide to the Board, and other applicable bodies, summary reports of programs and services as required (e.g. AGM Reports, BCSI Reports, etc.)
 - Ensure members are fully informed of CCBC's activities
- f) *Establishing, maintaining and advancing external relations*
- Liaise and develop relationships with relevant sport agencies including: ViaSport, BC Sport Branch, Sport BC, BC Games Society, Whistler Sport Legacies, Canadian Sport Institute, PacificSport/Regional Centres, etc.
 - Undertake activities that enhance the visibility of the organization
 - Represent the organization on appropriate committees, network and joint projects
 - Represent and speak for the organization and its work
 - Develop and provide information about the organization's goals, programs and services

- g) *Fundraising through government support, non-government grants, commercial sponsorships and donations*
- Prepare grant applications, ensure grant obligations are met, provide reports as required
 - Ensure that communications and marketing initiatives provide a reliable platform for fundraising
 - Provide a fundraising program that will generate the financial and in-kind resources needed to expand and provide stability and flexibility for CCBC programming:
 - ✓ Raise funds
 - ✓ Manage relationships with sponsors and donors
 - ✓ Ensure commitments to sponsors and donors are fulfilled

5. **General Expectations.** The Executive Director is expected to:

- a) Prioritize tasks and strive to achieve high standards in terms of quality and timeliness of all work products
- b) Contribute to the creation and projection of a CCBC image characterized by inclusiveness, integrity, reliability, respect, courtesy, openness and commitment to excellence
- c) Ensure all activities are closely coordinated among staff, part-time contractors and operational committees, so that a seamless and productive team environment is created
- d) Ensure that all programs are designed and delivered in accordance with due regard to risk management and safety