

Alberta Field Hockey Association



Executive Director Job Description

Job Purpose

The Executive Director is responsible for the successful management, delivery of programs, services, initiatives and administration of Field Hockey Alberta according mandate set by the Board of Directors through the Strategic Plan and Annual Business Plan and the policies on Governance and the Executive Role and Delegation.

Position: Executive Director (Full Time)

Reporting to: The Management Group (VP Finance, VP Administration & President)

Areas of Authority: The Executive Director holds a key leadership position in the organisation. Under the authority of the board, the Executive Director assumes complete responsibility for carrying out assigned policies and regulations. The Executive Director has the authority to direct the implementation of the organisations programs and services, and is responsible for the management of all staff members and volunteers.

Salary: based on experience

Hours: The position is full time at 37 - 40 hours per week.

Primary Duties & Responsibilities

Leadership

- ✦ Participate with the Executive Board in develop a vision and strategic plan to guide the organization.
- ✦ Identify, assess and inform the Executive Board of internal and external issues that affect the organization and the sport of field hockey in Alberta.
- ✦ Act as a professional advisor to the Executive Board on all aspects of the organization's activities.
- ✦ Foster effective team work between the Executive Board and the Executive Director and between the Executive Director and staff, contractors and volunteers.
- ✦ Work with athletes/parents to identify needs and develop solutions to meet those needs and generally ensure the organization is working on behalf of all members.
- ✦ Search out new innovations and trends in the sport of field hockey and communicate with the Executive Board and membership.
- ✦ In addition to the President, act asa spokesperson for the organization.
- ✦ Represent the organization at community, local, regional, provincial and national activities to enhance the organization's community profile and Field Hockey Alberta's contribution to the development of field hockey in Alberta.
- ✦ Work to ensure that 'all' members feel valued, respected and listened to or 'heard' by Field Hockey Alberta

Alberta Field Hockey Association



Operational Planning & Management

- ⤴ Develop an operational plan which incorporates objectives, targets for programs, services and initiatives that work towards the strategic direction of the organization.
- ⤴ Ensure that the operation of the organization meets the expectations of its members, Executive Board and key stakeholders.
- ⤴ Oversee, and undertake as necessary, the efficient and effective day-to-day financial management, payroll and operation of the organization with complete and organized records in collaboration with the VP Finance and the FHA bookkeeper.
- ⤴ Draft policies for the approval of the Executive Board and prepare guidelines and procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Executive Board as appropriate.
- ⤴ Ensure that personnel, members, donor and volunteer files are securely stored and privacy/confidentiality is maintained.

Program Planning & Management

- ⤴ Oversee the planning, implementation and evaluation of the organization's programs and services.
- ⤴ Facilitate team work with members to accomplish organizational goals
- ⤴ Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Executive Board.
- ⤴ Work with members and other PSO's to coordinate and/or personally research, design and develop programs and services
- ⤴ Foster and develop collaborative and cooperative initiatives with other PSO's within Alberta and other NSO's within Canada in the sports sector.
- ⤴ Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.
- ⤴ Administer funding agreements and arrangements
- ⤴ Oversee the planning, implementation, execution and evaluation of special projects

Program & Service Delivery

- ⤴ Plan, promote and delivery programs administered or supported provincially on behalf of Field Hockey Alberta, the Alberta Sport, Recreation, Parks & Wildlife Foundation and others.
- ⤴ Supervise and/or undertake the planning and implementation of Field Hockey Alberta sponsored or co-sponsored programs, services, projects, workshops, market/industry research, and other initiatives pursuant to annual business plans.

Human Resources Planning & Management

- ⤴ Determine and manage staffing requirements for organizational management and program delivery.
- ⤴ Develop and oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff, contractors and volunteers.

Alberta Field Hockey Association



- ⤴ Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations and ensure at all times that staff and volunteers are treated fairly and with respect.
- ⤴ Recruit, interview and select staff, contractors and volunteers that have the right technical and personal skills, knowledge and abilities to help further Field Hockey Alberta's mission.
- ⤴ Implement a performance management process for all staff, contractors and volunteers which includes monitoring performance on an on-going basis and conducting an annual performance review
- ⤴ Coach and mentor staff, contractors and volunteers as appropriate to improve performance and foster a positive learning environment and relations with all members.
- ⤴ Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

Financial Planning & Management

- ⤴ Work with staff and the Executive Board to prepare a comprehensive Annual Business Plan and Budget
- ⤴ Lead efforts, in cooperation with the Executive Board, to secure adequate funding for the operation of the organization.
- ⤴ Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the resources of the organization.
- ⤴ Approve expenditures within the authority delegated by the Executive Board consistent with the Strategic Plan, the Annual Business Plan and other policies and Executive Board direction, if any
- ⤴ Manage and administer payroll
- ⤴ Ensure that sound bookkeeping, record-keeping and accounting in conjunction with the VP Finance and the FHA bookkeeper.
- ⤴ Administer the funds of the organization according to the approved budget, applicable funding agreements and monitor the monthly cash flow of the organization.
- ⤴ Provide the VP Finance with comprehensive, regular reports on the revenues and expenditure of the organization as part of no less than quarterly business plan accountability reporting

Community Relations/Advocacy

- ⤴ Communicate with members and stakeholders to keep them informed of the work of the organization and to identify changes in the field hockey world served by Field Hockey Alberta.
- ⤴ Maintain FHA contact and membership data bases and undertake systematic communication and information exchange along with periodic surveys to guide field hockey development, planning and advocacy.
- ⤴ Establish good working relationships and collaborative arrangements with other PSO's, NSO's, funders, members and other organizations to help achieve the goals of the organization.
- ⤴ Maintain the website, social media and quarterly newsletter communication.

Alberta Field Hockey Association



Risk Management

- ⤴ Identify and evaluate the risks to the organization's members, property, finances, image and implement measures to control risks
- ⤴ Ensure that the Executive Board and the organization carries appropriate and adequate insurance coverage and understand the terms, conditions and limitations of the insurance coverage.

Decision-Making Authority

The Executive Board delegates to the Executive Director, the responsibility to fulfill the mission of the organization through management of the day-to-day operations of Field Hockey Alberta within the parameters of relevant territorial and federal legislation, Field Hockey Alberta bylaws and establish Board policies, a strategic plan, if any, and the annual business plan and budget approved by the Executive Board.

With this delegation, the Executive Director consults with members, stakeholders, volunteers, parents, athletes and coaches and makes decisions regarding Field Hockey Alberta's operations. The Executive Board may, at any time, provide policy direction pursuant to the Governing Policies.

Financial signing authorities are detailed in governance policies and the signing authority guidelines. Two signatures are required on all Field Hockey Alberta cheques, one of which may include the Executive Director.

Qualifications

- ⤴ Education or experience in the field:
 - Minimum two years experience in not-for-profit management, including supervising paid staff and volunteers; experience working with a board of directors desirable.
 - Advanced education and/or combination of formal education, training and professional development and work experience in a related field
- ⤴ Bachelor of Arts in not-for-profit management desirable; extensive experience may be substituted.
- ⤴ Working knowledge of not-for-profit fiscal management, including fund accounting and budgeting.
- ⤴ Demonstrated ability in public speaking, clear and effective written and oral communication, and effective group skills.
- ⤴ Personal stability, maturity, optimism and a sense of humour are desirable.
- ⤴ Proficiency in the use of computers/tools/systems for:
 - Microsoft Office suite – FrontPage, PowerPoint, Word, Excel, Outlook & Access
 - Simply Accounting – Day-to-day accounting and financial management
 - Website administration – Adobe Dreamweaver, basic HTML
 - Social media sites/tools – Facebook, Google+, Twitter
 - Online payment – PayPal payment processing, updating buttons in HTML for website
 - EFT Payroll payments online

Alberta Field Hockey Association



Personal Characteristics

The Executive Director should demonstrate competence in some or all of the following:

- ⤴ Lead: Positively influence others to achieve results that are in the best interested of the organization.
- ⤴ Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing working environment while maintaining effectiveness and efficiency.
- ⤴ Openness: Ability to listen well and 'think outside the box'
- ⤴ Behave Ethically: Understand ethical behaviour and business practices, and ensure their own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- ⤴ Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- ⤴ Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- ⤴ Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities locally, regionally, provincially and nationally.
- ⤴ Focus on Membership Needs: Anticipate, understand, and respond to the needs of internal and external members to meet or exceed their expectations within the organizational parameters.
- ⤴ Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- ⤴ Make Decisions: Assess situations to determine importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- ⤴ Organize: Set priorities, develop a work schedule, monitor progress toward goals, and track details, data, information and activities.
- ⤴ Plan: Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- ⤴ Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- ⤴ Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Finally, Field Hockey Alberta needs someone to bring the field hockey community together so that they feel Field Hockey Alberta and its members is “theirs”, someone who communicates effectively with the membership and who can listen to and process members' needs and offer constructive strategies.