



Executive Director – Job Description

GP3 – DELEGATING AUTHORITY AND RESPONSIBILITY TO THE EXECUTIVE DIRECTOR

The Board of Directors shall delegate all authority and responsibility for management of the organization's infrastructure and for fulfilling the strategic mission and goals to the Executive Director. The Board shall instruct the Executive Director of all limitations of the authority and expectations of responsibility being delegated in written Limitations/Expectations Policies. No limitations or expectations may be assumed or implied. Limitations/Expectations Policies may be added, modified or deleted as required from time to time.

The Board shall hold the Executive Director singularly accountable for all performance related to the management of the organization's infrastructure and for performance of strategic mission and priorities. S/he is also accountable for compliance with limitations of authority and expectations of responsibility. The Executive Director is the only person accountable directly to the Board.

The Board shall request all information for strategic planning, monitoring performance and measuring results for the organization's infrastructure directly from the Executive Director, who may delegate the requests to the appropriate staff members. The Board may with the Executive Director's consent make such requests directly.

The Board may in exceptional circumstances delegate temporary authority and responsibility to other staff members. In such cases the Executive Director shall be informed of the authority and responsibility being delegated and of its recipient and duration. The Board may not hold the Executive Director accountable for management performance or strategic or tactical results in such cases.

GP3 – 1 Executive Director/Board Relationship Description

1. AUTHORITY

The Executive Director functions with authority from the Board of Directors to be the Executive Director of the organization.

The Board shall provide budgeted resources required for the successful fulfillment of the responsibilities of the position.

Resources delegated to the Executive Director include paid and volunteer human resources, financial resources for operations and a personal compensation package.

2. LIMITATIONS OF AUTHORITY

The Executive Director operates within the parameters of the:

- Executive Director limitations of authority policies
- Strategic plan agreed to by the Board of Directors
- Limitations of legal and regulatory authorities.

3. RESPONSIBILITIES

It is the Executive Director's responsibility to lead the processes of planning, resource development and management of the organization. Specifically s/he shall:

- Provide the Board with the organizational information it needs for its governance responsibilities, including strategic planning, infrastructure, resource development, monitoring performance and measuring strategic results
- Develop and maintain healthy relationships between the Board of Directors and the stakeholders, including members, staff and volunteers, clients and regulatory authorities
- Prepare tactical and financial plans in compliance with the strategic plan and Executive Director limitations and expectations policies
- Develop the human and financial resources needed for the success of the mission
- Manage the human and financial resources of the organization and its infrastructure to achieve the strategic goals of the organization.

4. EXPECTATIONS

The expectations of the responsibility for this position are contained in the:

- Governance manual
- Strategic plan
- Executive Director's tactical goals

The Executive Director is also expected to:

- Model and promulgate the organization's values and the values of affirmation, involvement and servant leadership
- Maintain and develop teamwork at all levels of the organization
- Ensure that the relationships between the organization and its stakeholders are open and co-operative.

5. ACCOUNTABILITIES

Accountability in this relationship is mutual. The Board is accountable to the Executive Director for providing the authorization, resources, affirmation, involvement and servant leadership required for the successful realization of the responsibilities of the position.

The Executive Director is accountable to the Board for performance with respect to the negotiated expectations of the position within the limitations of authority of the position and for behaviour consistent with the values of affirmation, involvement and servant leadership.

The components of this working relationship shall be reviewed annually at the initiation of the Board of Directors and shall include a:

- Review of the authorization and resources provided and values expressed to the Executive Director
- Review of the Executive Director's performance towards expectations of the responsibilities of the relationship including the progress towards strategic goals and the Executive Director's personal tactical goals
- Negotiation of tactical goals and other expectations for the next year
- Review of the authorization and resources required for the next year, including plans for personal development.

GP3 – 2 Executive Director Limitations and Expectations Policies

Limitations and expectations policies are the means by which clear limitations of the authority and expectations of responsibilities negotiated with the Executive Director are communicated to him/her and his/her respective staff. Normally, these policies shall be prepared by the Board or one of its committees with the involvement of the Executive Director and brought to the Board for approval. The Board may also prepare these policies directly whether or not they deal with matters covered by a committee.

The development of these policies shall be monitored annually by the Board or one of its committees. They shall ensure that limitations to the authority and expectations of the responsibilities of the Executive Director are added, modified or deleted in such a way that the Board remains in control of management through governance. All limitations and expectations policies shall be approved by the Board and recorded in this manual. Limitations or expectations not documented in these policies may not be assumed or implied.

GP3 – 2.1 Tactical and Financial Planning

Limitations

With respect to tactical and financial planning, the Executive Director may not:

- plan for the expenditure of more operational or capital funds than are reasonably projected to be received in the year(s) included in the plans,

Expectations

With respect to operational and financial planning, the Executive Director is expected to enable the Board to fulfill its fiduciary responsibilities and maintain its integrity in financial matters. Accordingly, the Executive Director is expected to create a tactical or financial plan which:

- is complete within one month before the end of the fiscal year
- complies with the strategic plan and priorities in its allocation of resources
- contains enough detail to enable accurate monitoring, including accurate projections of income and expenditure, the separation of capital and operational items, cash flow and audit trails
- includes a contingency plan equal to be determined % of the cost of the tactical plans

The Executive Director shall report to the Board regularly (not less than quarterly) on the financial status of the SGC and shall provide appropriate financial statements and schedule of investments, and accounts receivable.

GP3 – 2.2 Financial Conditions

Limitations

With respect to operating the organization in a sound and prudent financial manner the Executive Director may not allow the organization to be put at risk financially, or cause the Directors to be in violation of their responsibilities.

Accordingly he/she may not:

- expend more operational funds than have been received in any four year financial cycle.,
- expend funds on operations not included in the Strategic Plan

Expectations

With regard to the management of the organizations finances, the Executive Director is expected to:

- maintain all of the organization's accounts in a timely manner in compliance with generally accepted accounting practices
- notify the Board in a timely manner of any financial event which could affect the financial security of the organization
- if the financial condition violates these limitations, provide a plan for regaining compliance at the same time that the violation of limitations is reported
- continue to comply with the Tactical and Financial Planning policy in any revision of the plans
- Offer for tender the purchase of goods or services that are expected to exceed \$5000.00 or where a distinct advantage to the SGC is to be gained

GP3 – 2.3 Capital Expenditures

Limitations

With respect to proper control of capital expenditures the Executive Director may not incur capital expenditure:

- in excess of funds specifically given as restricted funds
- for items which are not required for the normal operations.
- which, while otherwise fulfilling the two forgoing, exceed \$5000.00 per expenditure

Expectations

The Executive Director is expected to report all purchases when this policy is monitored.

GP3 – 2.4 Capital Assets

Limitations

With respect to minimizing losses of the organization's capital assets the Executive Director may not:

- allow the disposal of assets at less than market value,
- sell or dispose of assets of a value in excess of \$5000.00

Expectations

Additionally, the Executive Director is expected to:

- maintain a reasonable level of property insurance
- maintain liability and accident insurance that the Board of Directors deems adequate to cover all participants, volunteers and staff that may be directly involved in the activities of the SGC
- take all reasonable steps to minimize fraud, losses and liability claims
- maintain net assets above a level sufficient to meet the organization's liabilities
- plan for the replacement of depreciating capital assets

GP3 – 2.5 Restricted or Designated Funds

Limitations

With respect to the restricted funds and assets the Executive Director may not spend restricted funds for a purpose other than that for which they were restricted

Expectations

The Executive Director is expected to consult the donor before disposing of or moving restricted assets outside of the restriction before the end of its normal economic life.

GP3 – 2.6 Banking Operations

In order that the Board may comply with its responsibility regarding the operation of bank accounts the Executive Director may not:

- open, close or amend a bank account in the name of the organization
- enter into a loan or overdraft agreement on behalf of the organization

GP3 – 2.7 Staff and Volunteer Treatment

Limitations

In relating to staff and volunteers the Executive Director may not:

- impose work expectations on any staff that have not been negotiated, agreed and confirmed in writing
- allow acceptance criteria - gender, status or competencies (knowledge, skills attitudes, motives or attributes) - to be imposed on staff that have not been previously stated and agreed prior to selection.

Expectations

In relating to the Board of Directors, staff, volunteers and other stakeholders, the Executive Director is expected to demonstrate the values of affirmation, involvement and servant leadership.

In relating to staff and volunteers the Executive Director is also expected to:

- respond to staff and volunteer concerns promptly
- provide adequate financial compensation for the level of responsibility the person holds

GP3 – 2.8 Board Governance Support

In supporting the Board's governance process the Executive Director is expected to:

- Attend all Board meetings
- Ensure that monitoring information is made available to the Board or committee in a timely, accurate, understandable and comprehensive manner
- Comply with the regulatory guidelines set out in current legislation.

GP3 – 2.9 Day to Day Operations

Governance

- Ensure the SGC operates within the operational policies as established by the Board of Directors;
- Review operational policies annually and provide recommendations for revision to existing policies and development of new policies;
- Maintain minute book for Board Meetings;
- Attend all Board and committee meetings as required
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Financial

- Develop and monitor annual and four year budgets;
- Preparation and submission of annual funding application and follow-up reports;
- Monitor bank balances and move funds accordingly;
- Review monthly bank statements and financial reports;
- Review budget quarterly and recommend adjustments as necessary to the Finance Committee;
- Review and submit expenses and invoices for payment;
- Tender for purchases as per operational policies;
- Insure all insurance (liability and property) is up to date

Sponsorship

- Initiate contacts with potential sponsors;
- Develop sponsorship engagement concepts for potential sponsors;
- Develop sponsorship agreements with sponsors;
- Maintain strong relationships with sponsors and annually review service agreements;
- Coordinate meeting of sponsors and Saskatchewan Games host communities as necessary;

Staff

- Review job descriptions and compensation annually;
- Conduct annual staff evaluations annually and recommend salary adjustments accordingly;
- Provide opportunities for professional development;
- Manage of all areas with respect staff hiring, holidays, sick leave, etc.;

Programs & Services

- Monitor all program and services areas to ensure roles, responsibilities, mission, vision, goals and objectives of the SGC and the partner organizations are being met;
- Develop and review funding applications and follow-up reports for First Nations and 55+ Games;
- Approve funding application/follow-up reports from First Nations and 55+ Games.

Equipment

- Manage all equipment owned by the SGC;
- Maintain an accurate inventory of all office furniture, computers and related equipment;
- Maintain and manage bunkbeds and related Saskatchewan Games equipment;

Saskatchewan Games

- Oversee coordination of hosting and legacy grants;
- Oversee district transportation and uniform selection, ordering and distribution;
- Set participation fee based upon costs associated with transportation and uniforms;

Team Sask

a) Canada Games

Serve as the Chef de Mission for Team Sask.

The Chef de Mission is the team leader (Head of Delegation) for the provincial team attending the Games. The Chef provides leadership to the team, oversees team administration, logistical support, as well ensures adherence to the sport technical packages and establishes training and supervision of mission staff. Problems and concerns related to Team Saskatchewan members are the responsibility of the Chef de Mission and the Assistant Chef's as per the Team Saskatchewan Code of Conduct. The Chef de Mission acts as the provincial liaison to the Canada Games Council and the Host Society regarding team related issues.

Collaborate with officials from the ministry responsible for sport on all Canada Games authority related issues.

Upon request by the Canada Games Council, serve on site selection committee.

b) Western Canada Summer Games

Serve as the Chef de Mission for Team Sask.

The Chef de Mission is the team leader (Head of Delegation) for the provincial team attending the Games. The Chef provides leadership to the team, oversees team administration, logistical support, as well ensures adherence to the sport technical packages and establishes training and supervision of mission staff. Problems and concerns related to Team Saskatchewan members are the responsibility of the Chef de Mission and the Assistant Chef's as per the Team Saskatchewan Code of Conduct. The Chef de Mission acts as the provincial liaison to the Western Canada Summer Games Council and the Host Society regarding team related issues.

Represent Saskatchewan on the Sport Technical Committee of the Western Canada Summer Games Council.

Upon request by the Western Canada Summer Games Council serve on the Council or on committees related to site selection, etc.

Other Multi-Sport Games

- Collaborate with Government of Saskatchewan (ministry responsible for sport) inviting communities to 'bid to host' when Saskatchewan is scheduled to host the Canada Games or Western Canada Summer Games.
- Collaborate with Government of Saskatchewan (ministry responsible for sport) in the site selection review and naming of a host site when Saskatchewan is scheduled to host the Canada Games of Western Canada Summer Games.
- Liaise with other multi-sport event committees bidding for or hosting events in Saskatchewan such as the Canada Games or the Western Canada Summer Games.

Other Organizations

Sask Sport Inc.

- Upon request by Sask Sport Inc. serve on the High Performance Coordinating Committee as a representative of Team Sask.

TERMS OF EMPLOYMENT

Employee:

Position: **Executive Director**

Executive Director Vacation Benefits

1 st year of complete service	15 days entitlement
2 – 6 years of complete service	20 days entitlement
7 – 12 years of complete service	25 days entitlement
12+ years of complete service	30 days entitlement

Benefits

Medical:	Group Insurance plan administered by Sask Sport Inc. (Life insurance, disability, healthcare, vision services and dental care). 1/3 employee, 2/3 SGC cost share.
RRSP/Pension Plan:	The SGC matches employee contributions to a maximum of 6% of gross six months after the employee's start date.
Sick Leave:	1 ¼ days per month, 15 per year
Parking:	Provided

Professional Development

The Chairman or designate may approve time off and payment of expenses to.