



EXECUTIVE DIRECTOR JOB DESCRIPTION

Prepared by: Lee Peters
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The Prairie Storm Minor Hockey Association (PSMHA) Board of Directors is looking for qualified individuals interested in the role of Executive Director with the organization. The main objectives and focus of the role are as follows:

PSMHA Executive Director

Job Purpose

The Executive Director will be required to complete the duties as outlined in the following Job Description according to the strategic direction set by the Board of Directors. Anticipated hours average approximately 20-30 hours per week.

Primary Qualities and Associated Responsibilities

The Executive Director should possess skills in leadership, operational planning, program planning and development, information technology and communication. Potential tasks are described below that may require the indicated skills. Participation in tasks will vary depending upon the requirements of the Board of Directors and the Association.

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that may affect the organization
- Conduct official correspondence on behalf of the Board as appropriate, and jointly with the Board when appropriate
- Represent the organization at community activities when requested by the Board of Directors

Operational planning

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Draft 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
- Provide support to the Board by preparing supporting meeting materials where required
- Distribute ice resources and complete team schedules for the playing season based on the vision of the Board of Directors and Hockey Canada Development Model and in conjunction with the approved Annual Registration Fees
- Assist the Board and appropriate subcommittees in sourcing additional resources as required

- Assist in the development of schedules and recommended procedures for refining the scheduling process in collaboration with the Board of Directors including administrative needs associated with the annual PSMHA Evaluations (ie. set up Coach registration pages, assist in rostering teams, set up teams on the webpage, etc)

Program planning and development

- Support the planning, implementation and evaluation of the organization's programs and services including supporting the role of the Coach Mentor and assisting in developing Coaching Resources
- Review the programs and services offered by the organization on an as required basis to ensure the programs and services contribute to the organization's mission and reflect the priorities of the Board
- Support the planning, implementation, execution and evaluation of special projects as required

Financial planning and development

- Contribute to the preparation of a comprehensive budget as required by the Board
- Work with the Board to secure adequate funding for the operation of the organization, as required
- Research potential funding sources, participate or lead the development of fund raising plans as required by the Board
- Participate in fundraising activities as appropriate

Information Technology

- Provide, or work with consultants to provide, continued development of the Association webpage to meet the needs of the Association
- Maintain the PSMHA webpage and web based communications
- Research and provide recommendations for the best information technology to assist the Board in managing the resources of the Association including, but not limited to, ice resources, player profiles, member profiles, family files, discipline files, official documents
- Support the direction and mission of the Association through various social media applications.

Community relations and communications

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization including maintenance of the primary webpage, development of communication pieces and general notices
- Establish good working relationships and collaborative arrangements with community groups, potential sponsors, and other organizations to help achieve the goals of the organization
- Compile and submit non-profit documentation as required

Qualifications

The following education and personal characteristics are considered an asset however are not mandatory if equivalent training or skills can be demonstrated:

Education

- University education or technical training in Business Administration or Information Technology considered an asset
- Professional training in Project Management or Leadership considered an asset

Knowledge

- Knowledge of federal and provincial legislation applicable to 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 PSMHA
- Knowledge of project management
- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Knowledge of the game of hockey

Proficiency in the use of computers for:

- Word processing
- E-mail
- Internet
- Web Development and Maintenance
- Supporting the needs and resources of the Board and the Association

Competencies

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

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization and the Directors Code of Conduct
- **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.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients 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.
- **Organized:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Problem Solver:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Strategic Thinker:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

If you feel you are the right person for the role, please submit your personal qualifications and reasons why and how you feel you can meet the skill sets described above.