

**MASTERS SWIMMING CANADA / MAÎTRES NAGEURS DU CANADA (“MSC”)
Executive Director Job Description**

Definitions

- a) “ED”- Executive Director
- b) “MSC”- Masters Swimming Canada

Job title

- 1. Executive Director

Job Purpose

- 2. Responsible for the successful leadership and management of MSC according to the strategic direction established by the Board of Directors.

Reporting to

- 3. Board of Directors, through the President

Duties:

- 4. *Strategic and Board Related Responsibilities:*
 - a) Support the Board of Directors in developing the vision and strategic plan to guide the organization.
 - b) Implementation of the strategic plan.
 - c) Identify issues of concern to the Board of Directors on internal and external issues that impact MSC.
 - d) Act as a spokesperson for MSC, as directed by the Board of Directors.
 - e) Conduct official correspondence on behalf of the Board as directed.
 - f) Provide operational support to the Board (draft agendas, briefings, financial updates, etc.).
- 5. *Management and Operations:*
 - a) Effective supervision and guidance of MSC staff.
 - b) Oversee day-to-day operations of MSC.
 - c) Draft annual business plan and prepare budget for review/approval of the Board.
 - d) Prepare draft policies and procedures for the Board’s review and approval.
 - e) Determine staffing requirements and make recommendations for effective workforce.
 - f) Oversee implementation of human resources policies and procedures.
 - g) Establish a positive, healthy, and safe work environment in accordance with all legislation.
 - h) Recruit, train and guide staff. Establish goals and monitor performance for staff.
 - i) Conduct regular performance evaluations in accordance with MSC policies and procedures.
 - j) Responsible for disciplinary and termination process, as appropriate.
- 6. *Financial Management:*
 - a) Responsible for preparation of draft budget that will include discretionary and non-discretionary funds for Treasurer/Board review and approval.
 - b) Identify and manage revenue sources to ensure sustainability of association (includes government grants, sponsorships and funding sources.
 - c) Approval of expenditures in keeping with the association’s budget and resources.
 - d) Provide monthly financial reports to Treasurer.

- e) Liaise with external auditor in the preparation of year-end financial statements.
- f) Provide full and timely reporting in all government and external funding programs.
- g) Develop fund development plan and oversee implementation as appropriate.

7. *Committee Support:*

- a) Responsible for provision of effective support by staff to all Committees
- b) Provide Committee members with orientation materials, reference documents and related materials.

8. *Promotion of Masters Swimming Canada:*

- a) Develop a comprehensive communications plan and oversee implementation.
- b) Coordinate marketing and membership development activities, liaising with the appropriate Board members and Committees.
- c) Be a strong spokesperson for the association.
- d) Proactive media relation's development.

9. *Establish, maintain and advance Aquatic community relations*

- a) Initiate and develop strong relationships with a broad range of Aquatic community sectors including: International, National, Provincial, and other Aquatic organizations.
- b) Undertake activities that enhance the visibility of MSC.
- c) Represent the organization on appropriate committees, network and joint projects.
- d) Develop and provide information about the organization's goals, programs and services.
- e) Establish effective working relationships with PMOs, and other relevant organizations.

10. *Risk Management:*

- a) Identify and evaluate risks to the association and facilitate risk management.
- b) Ensure that the Board and the organization are covered by adequate insurance.
- c) Educate the Board and member associations on insurance coverage.

11. *By-law, Policies and Procedures:*

- a) Demonstrate thorough knowledge of the by-laws, policies and procedures and communicate these effectively to stakeholders.
- b) Conduct annual review of by-laws, policies and procedures, recommending changes/additions as appropriate.
- c) Complete annual return for the organization on a timely basis.