

The Ringette Association of Saskatchewan (RAS) is the provincial sport governing body responsible for establishing, promoting, and developing ringette in Saskatchewan. RAS is a non-profit association consisting of players, coaches, officials, and volunteers across the province.

POSITION SUMMARY

The Executive Director is responsible for the successful leadership, management, and operation of the organization in accordance with the strategic direction and policies set by the Board of Directors. The Executive Director assists the board with policy development and implements and monitors compliance with those policies.

The Executive Director is responsible for developing, implementing, and managing the organization's operational plans and ensuring they align with its mission, vision, values, and strategic priorities.

The Executive Director represents the Ringette Association of Saskatchewan, not only with its members but as a respected sporting and non-profit community member. The Director's goal is to continue to build and foster existing partnerships, advocate, and share plans for common sport objectives, build contacts to facilitate RAS programming initiatives, gain insight, and provide input into best practices for sport as a community.

SUPERVISORY RESPONSIBILITIES & LEVEL OF AUTHORITY

The Board of Directors delegates responsibility and authority for management functions to the Executive Director to act on its behalf as the employer.

- Manage the day-to-day operations of the organization
- Recruit, hire, supervise, develop, and retain competent employees
- Develop and manage financial resources to ensure the financial health of the organization

SPECIFIC DUTIES & RESPONSIBILITIES

Job duties and responsibilities for the Executive Director are defined and delegated by the Board of Directors and may be adapted or changed at the Board's discretion. The current duties and responsibilities include, but are not limited to:

LEADERSHIP

- Create a team environment by encouraging and facilitating open communication and building positive working relationships with employees, members, and other stakeholders.

- Collaborate with employees, committees, member associations and Boards to accomplish the organization's objectives.
- Oversee and support employees in implementing policies, procedures, and programs.
- Manage employees, develop their abilities, and empower them to work effectively independently or in a team environment.
- Maintain a professional appearance and demeanor

BOARD RELATIONS

- Assist the Board of Directors in developing a vision and strategic plan to guide the organization.
- Support the Board of Directors through open, meaningful, and frequent communication.
- Identify, assess, inform, and advise the Board of Directors of any internal or external issues or compliance requirements that affect the organization
- Work in consultation with the President and/or Board in resolving issues raised by members and stakeholders beyond the scope of regular operations
- Consult with the President to schedule Board meetings and develop agendas
- Provide a monthly report on the organization's operations to the Board
- Present financial statements to the Board regularly including budget updates and variance reporting
- Prepare and distribute official correspondence on behalf of the or jointly with the Board, as appropriate
- Assist the Board of Directors in obtaining Board orientation/training to ensure best practices.

POLICY MANAGEMENT

- Regular review of existing policies and procedures.
- Advise and provide consultation to the Board when new policies are required, or current policies require revision.
- Develop new policies and procedures for Board review and approval
- Communicate new policies and procedures to stakeholders and provide training where required
- Direct employee implementation of required policies
- Monitor policies and procedures for effectiveness and compliance

OPERATIONAL PLANNING AND MANAGEMENT

- Coordinate the planning, implementation, and evaluation of work plans, programs, and services.
- Ensure programs and services offered by the organization align with the organization's mission, vision, and values while reflecting the priorities of the Board and meeting the expectations of its members
- Prepare, review and/or analyze reports and records related to the operation and delivery of services.
- Oversee the efficient and effective day-to-day operation of the organization.
- Facilitate and encourage open communication with and between staff, volunteers, the Board, funding agencies, collaborating agencies, member and external Associations, and other stakeholders.
- Act as the primary spokesperson and contact for the organization.
- Preserve and further develop the positive image of the association with Sask Sport, Ringette Canada, Ringette Provincial Organizations, other Sask Sport Provincial associations, and other stakeholders.

FINANCIAL MANAGEMENT

- Oversee the financial viability of the organization through budget management.
- Formulate the annual operating budget according to the Board of Directors and Sask Sport requirements.
- Ensure completion and submission of all financial budgeting and reporting requirements to Sask Sport and other agencies as required.
- Work with the accountant and auditor to ensure complete, accurate and timely preparation of all financial statements and returns.
- Investigate and pursue additional funding sources.
- Ensure the organization, as well as specific programs, operate within the budgetary parameters established. Identify and report any actual or potential budget variance and develop offsetting cost reduction measures or identify additional revenue/funding sources to offset the variance.
- Manage the process of fee collection and invoicing for services.
- Purchase services, supplies, and equipment as needed and ensure timely payments of all accounts payables.

- Monitor current sector salary scales to ensure that the organization remains competitive.

COMMUNITY RELATIONS/ADVOCACY

- Participate in networking and community relations activities on behalf of the organization.
- Communicate with stakeholders to keep them informed of the organization's work and to identify changes in the community serviced by the organization.
- Establish good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve the organization's goals.
- Promote community awareness of the organization and its programs

STRATEGIC PLANNING

- Create and implement specific organizational goals and define desired outcomes of those goals as it relates to the strategic direction of the Association. Report progress of goal attainment and actual outcomes.
- Set goals for programs and services and identify the required resources to achieve goals.
- Communicate with key stakeholders and external agencies to identify issues that may require a change in the strategic direction of the Association.
- Develop and propose any potential changes in strategic direction to the Board for consideration. Evaluate the potential impacts of any changes to the strategic direction and recommend solutions to mitigate any negative impacts when presenting potential changes to the Board of Directors.

RISK MANAGEMENT

- Identify and evaluate the risks to the organization's clients, staff, management, volunteers, property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the Board of Directors and the organization carry appropriate and adequate insurance coverage.
- Provide regular and reliable reports on the organization's risk to the Board.
- Assess and report any financial risks or changes in funding
- Ensure the organization complies with all Provincial and Federal legal requirements and any compliance demands from other governing bodies.

QUALIFICATIONS

The ideal candidate will have/be:

- A post-secondary degree; Bachelors or higher.
- Demonstrated leadership experience, including the building of effective teams.
- Excellent financial management and budgeting expertise.
- Strategic thinker with a history of translating strategic thinking into action and output.
- Self-starter with good problem-solving skills.
- Strong organizational and time-management skills.
- Ability to adapt to a changing environment.
- Proven planning and decision-making skills.
- Experience in, and knowledge of, the sports sector.
- Experience working with government funding agencies/partners.
- Experience working with a Board of Directors.
- Ability to assist the Board in envisioning, developing and prioritizing strategic direction and then conveying that to staff, members, and funding agencies.
- Able to translate the strategic vision into organizational goals, work plans and programs.
- Capacity to create and nurture respectful, empowering, and collaborative relationships to build a cohesive team and positive connections with external stakeholders
- High-level strategic thinking and planning.
- Ability to respond calmly and confidently during conflict or other high-stress situations
- Manage confidential information and situations in a professional manner
- Demonstrated ability to work under pressure and achieve deadlines.
- Excellent interpersonal skills with a proven ability to build and maintain relationships.
- Excellent written and verbal communication skills.
- Ability to work flexible hours. Some weekend work and travel will be required.
- Satisfactory Criminal Record Check and Vulnerable Person's Sector Verification are required.



Ringette Association of Saskatchewan
Executive Director

HOW TO APPLY

Please submit your cover letter and resume to the attention of the President of Ringette Saskatchewan with the subject line ED Application at the following email address: president@ringettesask.com

Applications will be accepted until Thursday, March 2, 2023, at 11:59 pm.

We welcome all applications, but only those applicants selected for further consideration will be contacted.