



Ringette Association of Saskatchewan Executive Director

The Ringette Association of Saskatchewan (RAS) is the provincial sport governing body responsible for the administration, promotion, and development of ringette in Saskatchewan. RAS is a non-profit association consisting of players, coaches, officials, and volunteers from 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 is responsible for implementing and monitoring compliance with those policies.

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

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

- Manage the day-to-day operations for 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 objectives of the organization
- Oversee and support employees in their implementation of policies, procedures and programs
- Manage employees, develop their abilities and empower them to work effectively independently or in team environment
- Maintain a professional appearance and demeanor

BOARD RELATIONS

- Assist the Board of Directors to develop 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 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 on a regular basis 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's implementation of required policies
- Monitor policies and procedures for effectiveness and compliance

OPERATIONAL PLANNING AND MANAGEMENT

- Coordinate the planning, implementing, and evaluation of workplans, programs, and services.
- Ensure programs and services offered by the organization align with the organizations mission, vision, and values while reflecting the priorities of the Board and meeting 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 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 goals of the organization.
- 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 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, good will and image and implement measures to control risks.
- Ensure that the Board of Directors and the organization carries 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 as well as any compliance demands from other governing bodies.

PROFESSIONAL QUALIFICATIONS

- Post-secondary education or certification in the fields of Sport & Recreation Management, Business Administration, Kinesiology, or related field preferred. Consideration may be given to those with demonstrated work experience in these areas in lieu of degree or certificate.
- Management experience in a sport related non-profit association would be ideal
- Demonstrated financial management skills, including but not limited to, budget preparation, analysis, decision making and reporting
- Experience creating and managing social media and web-based content would be valuable

SKILLS AND ABILITIES

- High level strategic thinking and planning. Ability to assist Board to envision, develop and prioritize strategic direction and then convey that to staff, members and funding agencies. Will need 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
- Strong organizational and time management skills
- Strong oral and written communication skills
- Ability to respond calmly and confidently during conflict or other high stress situations
- Manage confidential information and situations in a professional manner
- Apply sound judgement and reasoning to decision making