



# SEAWA Executive Director Position Description

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Objective:	To detail the accountabilities and administrative duties of the Executive Director and establish the parameters by which he or she will be recruited and evaluated.
Position:	Executive Director
Context:	The Executive Director is an official link between the Board of Directors (Board) and the organization which it governs. The responsibilities of the Executive Director lie in the execution of delegated authority and compliance within parameters established by Board policy and directives.
Time Commitment:	Salaried position based on a minimum of 40 hours per week, including some evenings and weekends as required.
Supervisor:	Board and Executive Committee
Term:	Full time position

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## **Accountability**

The Executive Director reports directly to the Board during meetings, through the Executive Committee for ongoing personnel and financial matters, and through the Chair on other matters as they arise. The Chair is the Executive Director's main point of contact.

## **Authority**

The Executive Director is accountable to the Board for facilitating and executing planning and policy development along with administrative (including personnel) and financial management (including budgeting and fund development). Under the authority of the Board, the Executive Director executes assigned policies, procedures, and protocols. Under the direction of the Board, the Executive Director implements SEAWA's programs and services, and is responsible for the management of staff and volunteers. The Executive Director is a designated signing officer of SEAWA. The Executive Director is not a designated signing officer of any of SEAWA bank accounts.

## Responsibility

In support of the Board and SEAWA, the Executive Director:

1. Visioning
  - Facilitates the creation of SEAWA's vision and actively communicates that vision to all stakeholders.
  - Develops programs and services that serve the vision, within the policy guidelines set by the Board.
  
2. Governance
  - Attends all Board and Executive Committee meetings (non voting member), and most other Committees as a voting member; attends Human Resource Committee meetings as requested.
  - Coordinates with and assists the Board in organizational development.
  - Provides orientation for new Board Directors and Committee Chairs.
  - Provides advice and expertise to the Board and its Committees.
  - Supports the Board and its Committees as required; balancing the resources available to demands and communicating needs back to the Board and its Committees.
  
3. Strategic Planning
  - Conducts internal and external environmental scans to identify emerging issues affecting SEAWA. The internal scan brings to the Board's attention issues arising from within SEAWA, such as the increased need for technological resources or contract services. The external scan identifies issues that may have an impact on SEAWA, such as change in provincial funding policies or changing priorities of SEAWA partners.
  - Assists in the development and assessment of organizational goals and outcomes and ensures effective planning.
  - Develops management practices, procedures, and protocols in alignment with Board directives.
  - Helps develop programs and service goals in alignment with the Strategic Plan, under the direction of the Board.
  - Identifies the resources required to implement Board directives and goals.
  - Communicates and works with key stakeholders to identify the changing needs and conditions of the communities that are served by SEAWA.
  - Explores, evaluates and develops alternative scenarios and plans to assist the Board in achieving its vision.
  
4. Policy Management
  - Responsible for the administrative, day-to-day operations of the organization and all other duties as required.
  - Oversees the implementation of policies, procedures, and protocols in alignment with Board directives.
  - Prepares policies, procedures, and protocols for Board approval.

- Oversees and houses all SEAWA organizational documents, such as policies, Committee Terms of References, minutes, etc and ensures all are accessible to Board Directors.

#### 5. Leadership

- Oversees SEAWA's staff, contractors and consultants, on behalf of SEAWA and under the direction of the Board.
- Works in collaboration with staff, key stakeholders, and relevant community agencies and groups, to accomplish shared objectives and responsibilities in alignment with SEAWA's vision.
- Encourages team-building by facilitating open communication and positive working relationships with staff, volunteers, and other partners.
- Establishes control and follow-up mechanisms for implementation of SEAWA's Strategic Plan.
- Represents SEAWA at Alberta WPACs meetings and Annual Summits, and other WPAC engagements as approved by the Board.
- Encourages collaboration and develops partnerships with provincial, municipal and federal stakeholders including upstream and downstream partnership opportunities.
- Develops community research opportunities including academic partnerships for watershed research, under the direction of the Board.
- Promotes SEAWA while speaking at conferences and meetings.

#### 6. Personnel Management

- Interprets and communicates Board policy directives to staff, contractors, volunteers and consultants.
- Hires, supervises, evaluates, and releases staff and contractors under the approval of the Board.
- Supervises the management (recruitment, orientation, and training) of SEAWA volunteers.
- Oversees and strengthens volunteer recognition program.
- Sets clear, results-oriented goals, with realistic and measurable outcomes in alignment with SEAWA's Strategic Plan.
- Supports goal achievement, coaches and monitors performance of staff and contractors.
- Assists individual skill development in SEAWA.
- Supports and encourages staff and contractor initiatives in alignment with SEAWA's Strategic Plan.
- Provides regular updates to the Board on staff and contractor performance.
- Provides regular, appropriate, and constructive feedback to staff and contractors.
- Assists the Executive Committee in personnel matters as requested.
- Ensures that human resource policies are followed.

#### 7. Financial Management

- Implements the Board's policies for the allocation and distribution of resources.
- Ensures the maintenance of sound bookkeeping procedures and reports regularly to the Board on the status of project finances.

- Provides the Board (working with Treasurer) with regular statements of revenues and expenditures.
- Ensures the proper administration of the funds of SEAWA, according to all policies and procedures approved by the Board and within the approved Budget.
- Advises the Executive Committee on financial matters.
- Encourages fiscal responsibility and stewardship throughout the organization through adherence to all Board approved procurement policies and/or directives.
- Identifies and researches additional funding support and opportunities to leverage funds.

#### 8. Risk Analysis

- Conducts, in broad-based terms, the potential risks on all current and future SEAWA projects, develops mitigation strategies and presents them to the Board for approval.
- Makes sure that both risks and opportunities have been identified, evaluated and communicated to the Board through written reports.
- Assesses potential threats to SEAWA's image and recommends mitigation strategies to the Board.
- Assesses the risks to SEAWA's financial security and growth, and provides recommendations to the Board for mitigation.
- Provides regular, reliable, and comparable reports on SEAWA's progress to the Board.

#### 9. Public Relations and Promotion Management

- Promotes community awareness of SEAWA's vision, mission and values.
- Participates in networking and community relations activities on behalf of SEAWA.
- Builds strong working relationships with others, both inside and outside SEAWA, and enlists their support for accomplishing tasks and/or funding support.
- Facilitates the Communications, Outreach and Education Committee in preparing program recommendations, and acts as a spokesperson for SEAWA and its programs in the community.
- Works with all relevant stakeholder groups to identify important issues and partnership opportunities.
- Develops and implements a communication plan that informs the community of the activities and direction of SEAWA.
- Seeks public speaking opportunities and other activities to expand public knowledge of SEAWA and enhance the organization's reputation.
- Supervises and is responsible for the membership recruitment campaign.
- Works with and assists Directors to facilitate better communication between SEAWA and sectors.

### **Evaluation**

The Executive Director is subject to the performance appraisal process as conducted by the Executive Committee or Chair. As part of this process, the Executive Director will create an annual Achievement Plan outlining how he or she will satisfy duties noted above and how this

work will further the implementation of SEAWA's Strategic Plan. The Executive Director will also inform the Board of Directors about situations that affect the Executive Director's ability to meet his / her goals.

### ***Personal Characteristics***

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 his/her own behaviour and the behaviour of others are consistent with these standards and align with the vision, mission and values of the organization.
- *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 Stakeholder Needs:* Anticipate, understand, and respond to the needs of internal and external stakeholders 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.
- *Lead:* Positively influence others to achieve results that are in the best interest of the organization. Lead by example.
- *Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- *Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- *Plan:* Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
- *Think Strategically:* Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Approval Date:            March 21, 2012

Review Date:             Annual Review

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Signed by SEAWA Chair

Signed by SEAWA Executive Director