



Job Description – Executive Director

JOB TITLE: Executive Director

INCUMBENT: Glenn Lethbridge

PURPOSE OF POSITION:

To give overall leadership to the staff for the management of the day to day operations of Ontario Sailing. To give leadership and support, for planning and policy development, to the Board of Directors, and the Executive Committee by working in partnership with the President. Implement programs, initiatives and carry out actions as directed by the Board/Executive.

REPORTS TO: The President

RESPONSIBILITIES:

1 Program:

To lead both staff and volunteers to ensure that Ontario Sailing offers high quality programs to meet the needs of our members, the government and the general public (as per our mission and mandate).

2 Budget Development & Control:

- a** To lead the staff to develop a draft of the annual budget and present it through an agreed process to the Treasurer, Executive Committee & Board for approval before submission to the government.
- b** To operate the activities of the Association within the approved budget and report in a timely matter any discrepancies of significance.
- c** To aggressively seek new sources of revenue to fund the activities of the Association.
- d** Develop a plan to make Ontario Sailing financially independent.

3 Staff Hiring & Supervision:

To hire, orientate and supervise all staff. To ensure that all staff have job descriptions, annual work plans and annual performance reviews.

4 Safety and the Environment:

Responsible to ensure that all programs operated by Ontario Sailing or under its auspices meet all approved safety and environmental standards and laws of the municipality, province, state and country. To have staff exhibit leadership in safety & environmental practices in all of our programs.

5 Volunteers & Committees:

- a Work with the President to lead and support the Executive Committee, the Nominating Committee and the Board of Directors. Work with other committees as appropriate.
- b Train staff (and volunteers) on how to recruit, support, work with, and recognize volunteers.

6 Communications:

Lead staff to develop and implement an annual communications plan. This plan will effectively inform our members, the government and the public of our programs and services in a timely manner.

7 Program Evaluation:

Lead staff to create and operate evaluations of all of our programs. Prepare and present results of such evaluations periodically to the Board of Directors, the government and our members as appropriate.

8 External Relations:

Represent Ontario Sailing by working with:

- Canadian Yachting Association (CYA)
- Other Provincial Sailing Associations (PSO's)
- Ministry of Health Promotion and Sport (MHPS)
- Sport Alliance of Ontario (SAO)
- And other groups as required.

9 Planning and Membership Growth:

Lead the development of annual plans within the context of a strategic or multi-year plan. The plan will encompass membership growth targets and a strategy to reach them.

10 Other duties and responsibilities as may be assigned by the President, Executive and Board.

AUTHORITY:

- a) Has the authority to speak on behalf of Ontario Sailing to the membership, government, general public and the media. Where appropriate and possible, the Executive Director will try to involve the President (or his/her designate) in high profile announcements or issues.
- b) Has the authority to hire or dismiss any part-time or seasonal employee for business reasons. Has the authority to recommend to the Executive Committee the hiring and the dismissal of any full-time employee. In an emergency situation that calls for immediate action, this position has the authority to suspend with pay any employees that he/she supervises.
- c) Has the authority to make payments up to \$5,000 and to co-sign amounts above \$5,000. Payments to self and family must be signed by either the Treasurer or President.

- d) The Board authorized the Executive Director to sell used equipment that is routine in the nature of our business of constantly replacing our fleet of sailboats, coach boats and motors. It is understood that the Treasurer will be kept informed of these matters and the equipment will be marketed so that all member clubs have equal opportunity to purchase the same. (Approved BOD January 20th, 2002)

ACCOUNTABILITY:

Accountable to the Board of Directors and the Executive Committee through the President.
Accountable to the membership, within the policies of the constitution and bylaws.

Accountable to fulfil the duties and responsibilities as outlined above.