

## **EXECUTIVE OFFICER (Full-Time)**

### **JOB DESCRIPTION**

Reporting directly to the Executive Board, the Executive Office (EO) plans, organizes, directs, and coordinates the programs and activities of the Association to assure that objectives are attained.

### **PRIMARY RESPONSIBILITIES**

Within the limits of the constitution, bylaws, policies and budgets the Executive Officer is responsible for and has commensurate authority to accomplish the following:

#### **Board Relations**

- Ensures that the Board of Directors & Executive Committee is kept fully informed on the conditions and operations of the Association, and on all important factors influencing them.
- Maintains a working relationship in the spirit of partnership with the President and is a non-voting, remunerated member of the Executive Board reporting directly to the Executive Board.
- Attends all meetings of the Board of Directors and Executive Committee and coordinates the agendas for such meetings in cooperation with the President.
- Acts as the Secretary of the Association and assumes those duties including recording, transcribing, and keeping the Minutes at the registered address of the Society and in such a manner that they are available for viewing by Association Members at any time, with sufficient notice. The Secretary keeps the seal of the Society and oversees all the appropriate reporting as required by the Registrar of Companies for the Province of British Columbia or other related governing bodies or organizations.
- Participates in the formulation of new policies and decisions within existing policies as they have been approved by the Board of Directors.
- Plans, formulates, and recommends for the approval of the Executive Committee (and ultimately the Board), the policies and programs which will further the objectives of the Association.
- Responsible to the Executive Committee for the administration of the office and for proper interpretation and fulfillment of all functions, responsibilities, and authorities' relationship and the day-to-day execution of all policies and procedures as he/she sees fit.
- Member of the Board of Directors and Executive Committee as ex-officio, without the right to vote.

## **Program Management and Event Development:**

- Directs and coordinates all approved programs, events, projects and major activities of the Association staff, and volunteers including the annual home show, an awards program, or other such activities.
- Recruits, hires, trains, and motivates Association staff. Obtains maximum utilization of staff by clearly defining their duties, establishing performance standards, conducting performance reviews, and maintaining competitive salary and benefits structure.
- Is responsible for the planning, promotion, and administration of all official meetings of the organization.
- Evaluates results, and recommends policies, procedures, and actions to achieve membership goals, in cooperation with any related Association board chair.
- Is responsible for the security and confidentiality of information as it applies to the daily functions of the Association and its members.
- Attends, arranges, documents, takes minutes for all official meeting of various CHBA, and NBA Committees.
- Carries out such other general & administrative responsibilities as may be delegated by the Executive Committee.

## **Financial Planning and Management:**

- Oversees the smooth operation of the Association general office and the integrity and maintenance of all Association owned properties including regular maintenance regimes of such in addition to larger capital improvements and planning.
- In cooperation with the Treasurer, develops, recommends, and operates within an annual approved budget. Ensures that all funds, physical assets, and other property of the Association are appropriately safeguarded and administered.
- Provides security for all files, legal and historic documents, membership, and mailing lists.
- Responsible to work with Majestic Management for all aspects of their property management including tenant leases & relationships, maintenance/maintenance regimes, safety programs, insurance and monthly/long-term financial management including rent, utilities, and taxes.

## **Strategic Alliances and Public Relations:**

- Provides for the necessary liaison and staff support to Committees to enable them to properly perform their functions.
- Maintains effective internal and external relationships
- Maintains effective and collaborative working relationships with the provincial and national level Executive Officers/offices to ensure that concerns and solutions are shared and represented on behalf of our HBA's regional setting.
- Maintains effective relationships with other organizations, both public and private, and sees that the position of the Association and its members is enhanced, in cooperation with any related Association board chair.
- Maintains such relationships with other Associations, industry, government, public service organizations, and vendors as are desirable or necessary in the best interests of the Association and in conformity with the overall objectives and policy of the organization.
- Works closely with CHBA at the national and provincial levels to further the goals of the organization and to elicit support from them as required
- In cooperation with the President, the EO is an official spokesperson of the Association and has primary responsibility for media relations.
- Establishes such relationships as agreed with Executive Committee as deemed advisable in the best interest of the Association.

## **QUALIFICATIONS, SKILLS AND KNOWLEDGE**

- Minimum of 3 – 5 years of management experience in the membership or trade association environment.
- Bachelor's degree or equivalent education, training and experience.
- Strong relationship building skills.
- Excellent written and oral communication skills
- Experience working with Boards, preparing agendas
- A strong understanding of, accounting, financing, strategic planning, and budget preparation.
- Self-directed with strong problem-solving abilities.
- A proven team player with outstanding inter-personal communication skills (verbal and written); able to collaborate and engage internal/external stakeholders
- Strong customer service with strong interpersonal skills.
- Detail oriented and strong analytical skills
- Event / planning and management.
- Demonstrated ability to work effectively both independently and as part of a team
- Ability to adapt to changing circumstances in a fast-paced environment.



- Superior time management and organization skills, with ability to manage multiple priorities simultaneously.
- High degree of proficiency in Microsoft Office Suite and fundraising database tools; research skills
- Creativity and innovation to identify and develop new opportunities
- Ability to manage the search for revenue sources
- Class 5 Driver License.
- Ability to work occasional evenings and weekends to attend meeting and events.
- Travel is required a couple times per year.
- Criminal Record Check required

**Additional Benefits:**

- Bonus incentives to attract new memberships
- Vehicle allowance: \$500/month and employer paid cell phone
- Two weeks paid vacation, plus the office is closed between Christmas and New Year's and this will be paid time off.
- Paid parking space within walking distance from the office
- Health and Benefits Package
- Opportunity for professional development (CHBA Executive Officer Council)
- Partial hybrid work schedule option

**Revised September 2022**