

## **THE CANADIAN ASSOCIATION OF ELIZABETH FRY SOCIETIES**

### **EXECUTIVE DIRECTOR – JOB DESCRIPTION**

The Executive Director is responsible to the Board of Directors, through the President, for the effective management of the Association and the fulfilment of its goals and objectives.

#### **Key Responsibility Area - BOARD OF DIRECTORS AND COMMITTEE**

- To act as an ex officio member of the Board of Directors and the Executive Committee (non-voting).
- To review policies and procedures of the Association and to recommend changes, where necessary.
- To provide the Executive and Board members with a full knowledge of the operation of the Association.
- To implement decisions made by the Board of Directors and the Executive Committee.
- To act as an ex officio member of all committees of the Association.
- To ensure that committees are provided with staff, administrative and logistical support, according to the priorities of the Board, to facilitate their work.
- To ensure that the President is made aware of all aspects of the operation of the Association on a weekly or bi-weekly basis.

#### **Key Responsibility Area - PERSONNEL, FINANCIAL AND ADMINISTRATIVE MANAGEMENT**

- To recruit and select staff for the Association.
- To supervise staff and volunteers employed by the Association.
- To conduct yearly performance evaluations of all staff members; to conduct probationary period evaluations and salary reviews.
- To ensure the provision of appropriate training and job-related career development for staff and volunteers.
- To administer human resource needs and make recommendations to the Executive Committee for additional resources as appropriate.
- To participate with the Treasurer and the Executive Committee in formulating budgets.
- To develop submissions for funding of the Association and specific activities for approval by the Executive Committee and/or the Board of Directors (as appropriate).
- To ensure, in conjunction with the Treasurer, that proper financial records are kept and that the records are audited annually.
- To ensure effective management of capital and utilization of cash flow.
- To be a signing officer together with other designated signing officers for CAEFS.

#### **Key Responsibility Area - PLANNING**

- To participate with the Board of Directors in developing long-range plans and objectives and to ensure an effective long-range planning process is maintained.
- To participate with the Board of Directors in setting specific priorities and objectives within the context of the long-range plan.
- To review annually with the Board of Directors the mission statement, the strategic plan and the action plan and to set strategies for future years.

#### **Key Responsibility Area - SOCIAL ACTION AND PUBLIC RELATIONS**

- To advise the Board of Directors on plans and to implement those plans to project and effective image of the Association.
- To develop increased public and government awareness of the needs and concerns of women in the justice system, with particular emphasis on criminalized and imprisoned women serving federal sentences.
- To interpret and support Board of Directors' policies and decisions to the government and the public at large, in consultation with the President.
- To act as a representative of CAEFS to the public at large and with the media for the purpose of promoting the Association's policies and goals.
- To ensure that governments and other organizations are monitored regarding actions and proposals related to the Association's policies and goals.

- To ensure that action is taken on established policies and to inform the Board of action taken.
- To identify issues for the Board of Directors and develop draft position papers for Social Action and/or Executive Committee consideration.
- To develop and maintain working relationships with government departments and ministers and other organizations involved in work related to that of the Association, including funding bodies.
- To partner and/or collaborate with other groups which have similar or related goals and to inform the Board of such activities.
- To recommend to the Board of Directors, social action agenda and affiliations with other organizations.
- To attend conferences and meetings related to the goals of the Association.

**Key Responsibility Area - MEMBER SOCIETIES**

- To provide consultation services to member societies.
- To maintain a base of information, including projects, programs and services offered by member societies and, principally via the CAEFS web site, facilitate the sharing of this information among societies and with the public.
- To provide assistance, as required, to groups of women seeking to develop new Elizabeth Fry Societies in any province or territory.

**OTHER DUTIES**

- To undertake other duties as assigned, via the President, by the Executive Committee and the Board of Directors.

**SALARY RANGE**

- \$70,000 - \$80,000 per annum based on education and experience