



**d'Esterre Seniors' Centre Association,
1801 Beaufort Avenue, Comox, B.C. V9M 1R9**

Position Title: Executive Director

Reports to: Board of Directors

The d'Esterre House Seniors' Centre was officially opened on June 25, 1975, by Lieutenant-Governor Walter Owen in Comox, B.C. The core group of the original 10 Senior Citizens has now grown to a membership of over 1,200.

The d'Esterre House Senior Centre Association received the Certificate of Incorporation as a non-profit, charitable organization on January 3, 1978. The purposes of the Association are:

- a. To provide a place for the Senior Citizens to meet and enjoy the companionship of others.
 - b. To provide facilities for recreation and other activities of interest to Seniors.
 - c. To encourage Seniors to actively participate in the programs provided by the Association and to contribute their ideas.
 - d. To do everything incidental and necessary to obtain the foregoing purposes.
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Summary of the Position

The Executive Director (ED) of d'Esterre Seniors' Centre Association in partnership with the Board of Directors, (the Board) is responsible for providing leadership for the Association's operations and the success of programs and services. The Board delegates responsibility for operational leadership and management to the ED. The Board and the ED ensure that the purpose and strategic goals are achieved, and that the Association is accountable to our stakeholders, funders, service recipients and membership. The Association's mission is *to provide people with a better quality of life as we age.*

A. Key Competencies

1. Leadership

Responsible for the key leadership of the Association.

- a. Supervision of all employees of the Association including hiring, training and evaluating.
- b. Manages the volunteer program ensuring meaningful roles, satisfaction and recognition.
- c. Develop and support a healthy workplace culture; ability to inspire others.

2. Governance

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- a. Work with the Board to fulfill the organization's mission; including working on committees as required.
- b. Prepare the Annual Report.
- c. Attend monthly Board meetings as a guest.
- d. Effectively communicate verbally and in writing with the Board, community partners

- and funders.
- e. Assist in the development and delivery, as required and appropriate, in Board-led fund-raising initiatives and special events.

3. Strategic Plan

Responsible for implementation of the Board's Strategic Plan and the on-going evaluation of the Plan in consultation with the Board.

- a. Develop an annual work plan to address strategic goals.
- b. Communicate strategic goals and direction to staff and community partners.

4. Main Duties and Responsibilities

Responsible for day-to-day general operation of the Association in a prudent and lawful manner.

- a. Interact daily with staff and Association members in a positive and respectful manner.
- b. Listen to the needs of Association members and responds to inquiries and concerns in a proactive manner.
- c. Supervise the Office Coordinator, Janitor and Cook.
- d. Works with the Town of Comox Building and Asset Manager to prioritize minor repairs and minor capital expenses.
- e. Prepare funding reports.
- f. Review/renew insurance policies; CRA filing; PST filing; Society filing; Annual Volunteer Canada Membership; annual VIHA Commercial Kitchen Inspection; fulfill all WorkSafe BC requirements.
- g. With Board direction, implement and review Association member satisfaction surveys.
- h. Ensure policies and procedures are followed and that the Association is operating in compliance with all laws and regulations.
- i. Ensure risk management processes are followed to protect the assets of the Association and that continuing contractual obligations are fulfilled.
- j. Ensure rental space and rental agreements are maintained.

5. Personnel/Workforce Development (Staff)

Responsible for maintaining and addressing staffing requirements for efficient operations while maintaining a strong positive work culture that attracts and retains people.

- a. Develop staff positions and job descriptions that meet the needs of members and funders as required and approved by the Board. Monitors performance.
- b. Follow BC Employment standards and all relevant employee legislation including the Human Rights Code.

6. Financial Performance

Responsible for the fiscal integrity of the Association, which includes submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

- a. Protect the assets of the organization, ensuring all financial transactions are handled in a secure manner and within the annual budget. Oversee cash/debit transactions in the Gift Shop, Kitchen and Office.
- b. Prepare annual budget. Ability to understand and interpret financial reports.
- c. Ensure the Association is in good standing with the Societies Act and with the CRA in financial reporting.
- d. Work closely with the Board Treasurer and Board in all financial matters.

- e. Review and approve contracts for services. Write funding proposals and funding reports.

5. Public/Community Relations

Responsible for the enhancement of the Association's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

- a. Establish and maintain collaborative partnerships with the Town of Comox officials.
- b. Maintain positive media relationships.
- c. Attend, participate, host relevant events.

6. Member Services

Responsible for the development and maintenance of programs and activities for members, within the confines and availability of funds and human resources.

- a. Manage programs, events and services.
- b. Ensure the development of appropriate resources, educational and promotional materials utilizing various media.

B. Requirements and Skills

1. Degree or diploma from a recognized post-secondary institution in leadership, business administration, community, social services, or equivalent area relevant to the position, with a minimum of two (2) years leadership experience.
2. Excellent problem solving and decision-making skills.
3. Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
4. Demonstrated ability to oversee and collaborate with staff.
5. Good technology skills e.g., computer literacy, email, Word, Excel, PowerPoint, social media and relevant online platforms.
6. Solid organizational abilities, including planning, delegating, program development and task facilitation.
7. Strong financial management skills, including budget preparation, decision making and reporting.
8. Abides by the Association's Code of Conduct and Ethics and has personal values in keeping with the Association's mission.
9. Works in the Centre location at 1801 Beaufort Avenue.

C. Conditions of Employment

1. Verification of educational qualifications.
2. Successful reference checks.
3. Ability to periodically travel to local Association events outside of the Centre.

This position description is not meant to be exhaustive, therefore other duties may be assigned from time to time. Additionally, the ED may be required to work outside of normal working hours depending on workshops, activities or events relating to the Association's work.