

JOB DESCRIPTION (2017)

EXECUTIVE DIRECTOR

Executive Director

The Executive Director reports to the Board of Directors, and is responsible for the Nova Scotia College of Physiotherapists' consistent achievement of its mission; to assure that the interests of the public are upheld through the regulation and promotion of safe practice and effective Physiotherapy services and to communicate effectively with the membership and thereby affect change on issues of concern to the public. The Executive Director must be licensed with the NSCP. The role of the Executive Director is to help build a strong and effective partnership between the public, the College and the profession.

Specific responsibilities:

1. Administration of overall operation of the College, including: reviewing and supporting Board/Committee process, ensuring that continuing contractual obligations are being fulfilled; developing organizational and administrative policies and program objectives for Board consideration.
2. Administrative support for all activities associated with the Board of Directors, including staffing for all Board and Committee meetings (if required), meeting schedules, minutes, locations, assisting in the development of the agenda, and meeting materials.
3. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
4. Assure that the organization continues to have a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress
5. Promote active and broad participation by volunteers in all areas of the organization's work.
6. Direct and supervise the work of other College employees, conduct performance reviews, and provide leadership to staff.
7. Maintain official records and documents, and ensure compliance with federal, provincial and local regulations.
8. Maintain a working knowledge of significant developments and trends in the field.
9. Maintain the college's virtual office.
10. Manage the Investigations Committee.
11. Manage the Registration Renewal Process and associated data base interface.

In governance, the Executive Director will:

1. Administer the College in accordance with the policies, procedures and executive limitations established by the board.
2. With the Registrar, Oversee the implementation of the Board's Strategic Plan, and ensure that the board is kept fully informed of the progress of the College in relation to the organization's Strategic Plan
3. Provide information, advice, and counsel to the Chair of the Board, Board Committees, and the Board of Directors in the creation of policies, programs, and strategic direction of the College.

In communications, the Executive Director will:

1. Publicize the activities of the College, its programs and goals through the newsletter, mail outs, electronic communication and website.
2. Prepare the annual Report and AGM.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the College to agencies, government, organizations, and the general public.

In relations with staff, the Executive Director will:

1. Together with the personnel committee ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place. Together with the personnel committee, ensure that job descriptions are developed and that sound human resource practices are in place.
2. Conduct regular performance evaluations of College staff and ensure that development plans are in place for all employees.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Maintain a climate that attracts, keeps, and motivates diverse and top quality staff and volunteers.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Act in accordance with finance policy as outlined by the Board.
3. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
4. Ensure that adequate funds are available to permit the organization to carry out its work by maintaining good accounting records and reports any issues to the Finance Committee in a timely manner.
5. Jointly, with the Chair and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Other Responsibilities:

1. Assist with the day to day handling of requests for registration information
2. Perform other duties as may be requested by the Board.
3. Respond to member inquiries.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. **EDUCATION and/or EXPERIENCE:** Advanced degree in a related field with at least 5 years administrative experience.
2. **LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from membership, staff and members of the community; communicate effectively in both written and oral form; and, effectively present information to membership, government, public group, and/or board of directors.
3. **REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
4. **OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles and techniques of research grant administration, contract administration and negotiation, government administration, community organization, fiscal and organizational management, principles and practices of marketing and public relations.

Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with commercial vendors, government agencies, community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.