



BC Athletics Chief Executive Officer (CEO) - Specific Responsibilities

1. Strategic Planning/Execution

- Support the development of BC Athletics Strategic Plan in collaboration with Board of Directors, Planning Committee, Staff and Membership.
- Develop and execute an operational plan that supports strategic initiatives of the BC Athletics Strategic Plan.

2. Financial

- Ensure that an annual audit of the association's finances is completed in collaboration with the Accounting firm retained by the association.
- Preparation of an Annual Budget for Board approval that reflects ongoing operations, programs, and Strategic Plan initiatives.
- Periodic updates on financial performance to the Board of Directors throughout the year.
- Ensure that appropriate financial procedures and controls are in place and being observed.
- Preparation and submission of applications for funding to key stakeholders and preparation of any reporting or associated audits required to maintain or increase funding from those same sources.
- Search for, and/or develop, new revenue sources to support BC Athletics strategic priorities.

3. Human Resources

- Lead and support the development and maintenance of an effective operational team structure.
- Ensure the development and maintenance of an effective communications system for the overall operation of BC Athletics.
- Responsible for the recruitment, hiring and supervision of the full-time and part-time staff of the Association, including casual and contract employees.
- Ensure the backfilling of operational responsibilities when staff are on vacation, or a position becomes vacant.
- Carrying out all necessary procedures for staff engagement, including the preparation of job descriptions, conditions of employment, allocation of additional duties and responsibilities.

- Having the authority to suspend or terminate staff with cause, such actions to be reported to the Board, or otherwise handle staffing matters in whatever form may be required.
- Instituting and administering a system of annual performance review and evaluation.
- Scheduling and approval of staff vacation and in-lieu time.
- Authorizing any necessary assistance to enable staff members to upgrade required skills.
- Recommending to the Board any changes in staffing structure, additional staffing needs, salary, or benefit provisions.

4. Ensure the Development & Marketing of BC Athletics Programs, Services and Properties that offer value to participants/partners and that support the financial health of the organization and enhance public awareness of:

- Track & Field programs
- Non-Stadia programs
- Introductory programs
- Coaching education
- Officials' education
- Event Hosting
- High Performance & Teams
- BC Athletics Championship events
- Events developed in partnership with, or owned by, BC Athletics
- BC Athletics merchandise
- BC Athletics intellectual property
- BC Athletics Track & Field/Non-Stadia equipment rentals/maintenance

5. Develop & Maintain Key Relationships necessary for the strategic and operational success of BC Athletics. These relationships include, but are not limited to:

- BC Athletics Staff
- BC Athletics Board of Directors
- Athletics Canada
- Sport Sector (Federal & Provincial Sport Organizations, Clubs, Major Events)
- Government (Federal, Provincial, Municipal)
- Funding Partners, Sponsors or Benefactors (Government, Corporate, Non-Corporate, Individuals)
- Educational Institutions & Organizations (K-12, Post-Secondary, Professional Development Providers)
- Sport Industry
- BC Athletics Membership

6. Risk Management to ensure:

- Safe Sport policies, compliance and updating.
- Insurance that protects and provides coverage for BC Athletics, BC Athletics Membership, Programs and Events approved and/or sanctioned by the Association.
- Legal compliance in all BC Athletics policies, rules, regulations, programs, and services.
- BC Athletics Complaints, Hearing and Disciplinary process oversight.