



EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director is the chief operating officer responsible for the management of the National Aboriginal Diabetes Association, under the direction of the Association's Board of Directors.

LEADERSHIP:

- Provide leadership in the management of NIDA in accordance with the regulations, by-laws, policies, and procedures.
- Foster strong partnerships between staff and volunteers at all levels of NIDA.
- Successfully and respectfully nurture and manage healthy organizational growth and change for NIDA.
- Represent the best interests of NIDA in all relationships with Indigenous Peoples.
- Represent the best interests of NIDA in all relationships with business, professional, government, other health related communities and the public.

COMMUNICATION SKILLS:

- Successfully maintain clear lines of communication among NIDA members, staff, and Board of Directors in a collaborative and cooperative atmosphere
- Establish and maintain a collegial and collaborative relationship with staff.
- Maintain consistent and efficient communication with all members of the Board of Directors.
- Attend and participate in all meetings of the Board of Directors, Executive Committee and sub-committees as directed by the Board of Directors.
- Prepare agenda in collaboration with Board of Directors for Board of Directors meetings.
- Prepare and submit to the Board of Directors reports of finances, staffing, program, and other administrative activities.



- Receive communication from NIDA membership and the public in a professional and respectful manner.
- Maintain clear communication networks with relevant international, national, provincial, corporate, and non-governmental organizational staffs in conjunction with the PR committee.
- Prepare and deliver formal NIDA presentations before various public and private concerns.
- Attend and/or delegate a NIDA representative for NIDA meetings and related meetings, conferences, events, and activities requiring periodic to frequent travel.

STRATEGIC & OPERATIONAL PLANNING:

- Implement and update the NIDA strategic plan to accomplish the goals and objectives as approved by the NIDA Board of Directors.
- Provide guidance and input in the development and evolution of all policies governing programs, services and operations of NIDA.
- Ensure that long and short-term plans are kept current and responsive to immediate and future opportunities for achieving the mission of NIDA.
- Keep job descriptions, interview questions and other relevant organizational materials up to date.

FINANCIAL ADMINISTRATION:

- Ensure effective control of the approved budget and provide regular reports as required by the NIDA Board of Directors.
- Prepare the annual budget for approval by the NIDA Board of Directors.
- Ensure that the charitable status of NIDA is upheld in accordance with the policies of Corporations Canada, Canada Revenue Agency, and NIDA.
- Prepare and implement funding development strategies that are appropriate to sustain NIDA at all levels.



- Monitor and evaluate accounting systems, audits of accounts and internal control methods.
- Establish the method and means of determining fiscal accountability
- Review and approve accounts payable, payroll and other financial warrants, requisitions, employee expenses, purchase orders, receipts and records or reports.

PERSONNEL:

- Conduct the hiring, supervision, and performance management of all staff.
- Implement human resource procedures for operational staff including orientation, training, performance appraisals, recognition, and career planning.
- Develop, revise, and recommend personnel policies, rules, procedures and directives, job specifications, performance evaluation methods, and all personnel forms and records to the Board of Directors.
- Ensure compliance with applicable federal and provincial employment rules and regulations.
- Conduct staff meetings and wage surveys.
- Initiate wage increases based on -meritorious performance.
- Hear and resolve complaints, problems, grievances.
- Implement effective human resource procedures for the recruitment and retention of volunteers.
- Maintain employee personnel files and other confidential records.

GENERAL:

- Ensure that adequate staff resources are both employed and deployed in such a manner to provide optimum efficiencies in meeting the operational requirements of NIDA on a national level.
- Direct and ensure proper coordination of all administrative affairs in collaboration with the assistant.



- Research applicable laws, legislation, and regulations.
- Prepare reports, correspondence, memos, records, and forms in collaboration with the assistant.
- Evaluate activities and interacts with representatives of comparable organizations.
- Develop and prepare forms, records, charts, and other operational materials in conjunction with assistant and the Board of Directors.
- Implement operational systems to achieve effective workloads and workflow in conjunction with the assistant and other staff members.
- Secure the services and products of outside sources such as business insurance, security systems, vehicles and equipment, office supplies and furnishings and legal or other advisory and support services in conjunction with assistant and the Board of Directors.