

# Executive Director Job Description

## Board Support

- Provide administrative, management, research and planning assistance to the Board
- Interpret federal, territorial and other policies, statutes, regulations and procedures
- Prepare schedules, agenda and meeting materials for Board Committees, full Board and Annual Meetings of the NSDC
- Report to the Board and AGM of NSDC on finances, programming, staffing and other administrative activities, and other associated organizations, and review reports prepared by other managers prior to their submission to the Board and AGM
- Prepare a follow-up plan after each Board meeting to ensure that Board policies and recommendations are carried out by appropriate staff.
- Assist President with presidential duties and represent NSDC in the president's absence

## Policy

- Identify the need for NSDC policies and procedures
- Develop policy and planning options in consultation with appropriate staff for discussion, and recommend courses of action to the Board
- Assign and oversee development of required procedures to implement policies; once approved
- Ensure that the NSDC meets all corporate, legal and financial requirements
- Monitor developing external trends, policies, programs and issues with actual or potential impact for Nunavut
- Advocate to governments and other agencies on behalf of Inuit and staff the spirit and intent and obligations detailed in Article 32
- Ensure the full participation of Inuit in the design, development, methodology and delivery of all social and cultural programs that impact Inuit of Nunavut
- Circulate and promote NSDC policies internally and externally
- Recommend to NTI a format for the qualifications, selection and appointment of Board members to include a staggered succession process

## Planning

- Initiate and coordinate the development of an annual operating plan, which will include a revision of longer-term plans, departmental work plans, training and staffing plan, internal and external communications plan, and a schedule of Board, Executive and Annual Meetings
- Prepare and submit to the Board the final annual operating plan based upon departmental work plans, budgets, and special project plans
- Monitor implementation of the annual operating plan throughout NSDC, ensure that goals and objectives are met by all departments, and take action to amend plan when required
- Identify internal systems, policies and procedures to ensure that they are culturally appropriate, effective and followed, and take action when required
- Ensure that NSDC policies, programs and services are regularly evaluated to ensure that they are effective and culturally appropriate

### **Human Resources**

- Initiate, recommend and approve changes to organizational structure, including organization chart and creation of new positions
- Participate in recruitment, interviews and selection of all director level and senior staff and legal personnel
- Negotiate and manage contracts and agreements for goods or professional services, and review such agreements negotiated by other departments
- Produce a workplace wellness and employee development program to include HR procedures for performance, grievances, etc.
- Conduct annual appraisals and training needs assessments of senior management
- Staff training and development

### **Communication**

- Organize and chair staff, staff committee and program managers meetings
- Review and approve promotional, educational and other materials produced by NSDC for external circulation
- Report as required to funding sources, regulatory bodies, departments and agencies, and other organizations
- Establish and maintain liaison between NSDC and other organizations, Federal and Territorial Governments, business and agencies operating in the Nunavut Region and communities

### **Representation**

- Represent NSDC on operational issues to media and the public
- Represent NSDC as directed by the Board in meetings and conferences or on committees and working groups
- Participate in the development of an NSDC position and strategy for negotiation sessions with government and other organizations when required
- Represents NSDC locally, regionally, territorially, nationally and when required internationally

### **Financial**

- Initiate and coordinate the development of an annual consolidated operating budget based on the operating plan
- Ensure adherence by all departments to annual operating budget
- Authorize budgeted expenditures up to \$10,000.00
- Fund raising for special projects and activities
- Negotiates and arranges contribution agreements

### **Legal**

- Negotiate with NTI to access their legal services