

Canadian Association of Consulting Quantity Surveyors

EXECUTIVE DIRECTOR – contract position (~ 20 hours per month)

This is a contract position, suitable for a sole proprietor or small business engaging in organizational consulting at an executive level. The applicant must be able to satisfy the CRA's definition of an independent contractor (supply their own equipment, set their own hours, works independently of any direct supervision etc.)

The Executive Director serves as the Chief Executive of the Canadian Association of Consulting Quantity Surveyors (the Association) and the Corporate Secretary to the Board of Directors and the Association. In these capacities, the Executive Director recommends and participates in the development of plans and programs and in formulating policy; conceptualizes the Association's entry into new areas of endeavor and prepares working documents for the use of the Board of Directors; implements the mission, goals and policies; provides support and direction to the Board of Directors; manages member relations, support and outreach; and manages the Association's day to day operations.

The Executive Director is responsible for carrying out or supervising all business aspects of the Association. From time to time, travel will be required.

MAJOR DUTIES AND RESPONSIBILITIES

MEMBERSHIP

The Executive Director is responsible for ensuring that the Association serves the needs and interests of the Association membership pursuant to the Mission Statement, Objectives, and the Association's Constitution and Bylaws and as directed by the Board of Directors, which is the primary policy-setting body of the Association.

The Executive Director ensures that the programs, activities, and services of the Association directly benefit the members. To this end, the Executive Director is responsible for the growth of the organization and for identifying members' needs, issues, and opportunities for developing appropriate programs and ensuring that necessary resources are available and utilized for such programs.

BOARD OF DIRECTORS

The Executive Director assists the Board in fulfilling its responsibility to set policy for the Association and to carry on its business by managing and being responsible for:

- the forecast of conditions, assessment of member needs, and allocation of resources;
- the articulation of the Association's mission;

- the setting of annual and longer-term strategic goals; development of activities and programs to achieve these goals; setting of objectives by which progress toward the goals will be measured;
- the setting of annual budgets and forecast of necessary resources;
- the provision of information and recommendations for deciding public policy decisions; the maintenance of records of policy positions; the evaluation and reconsideration of positions taken; and the oversight of all lobbying efforts by the Association and
- the financial matters of the Association and risk management for the Association.
- delegating work to volunteer Board members and supervising the conduct of that work.

PRESIDENT

The Executive Director assists the President in fulfillment of responsibilities as president and presiding officer, including:

- preparation of agendas and reports of meetings of the Board of Directors,
- appointments, meetings, and reports of committee and task force chairs;
- serving as spokesperson for the Association;
- achievement of the President's specific initiatives and activities that are part of the annual goals, objectives, and budget.

GOVERNMENT

At the President's discretion, the Executive Director is Association's spokesperson to the various branches of government, including federal agencies, and is responsible for assisting the President and the Board of Directors in achieving Association's goals in connection with the government.

NEWS MEDIA

At the President's discretion, the Executive Director is the Association's spokesperson to the news media. The Executive Director is responsible for ensuring that the public, through the news media, is informed of the facts and the effects of conditions and policies that have a bearing on the interests of Association members, both public and private, and the clients and others they serve.

OTHER ORGANIZATIONS AND ENTITIES

With the President, the Executive Director is the Association's chief spokesperson and point of contact to other organizations and entities. The Executive Director is responsible for ensuring that relations with other organizations and entities are consistent with and advance the interests of the Association, its members, their clients, and the public.

QUALIFICATIONS

Education: Four-year university degree or equivalent experience is required.

Skills: Strong leadership, management, and communications skills. Ability to work effectively with diverse groups both internally and externally. Ability to identify, analyze, and evaluate situations, issues, and opportunities important to our member firms, and the Association. Ability to think proactively and creatively. Ability to manage and grow the membership of the Association.

Work Experience: Experience as an executive level manager in either a non-profit association or a related business. Experience with budgeting, fiscal planning, and strategic thinking. Experience in working with volunteers, boards, and committees. Experience in outreach and public affairs is desirable. Experience in the use of technology and social media is a plus. Fluency in both French and English is a plus.

Years of Experience: Minimum of five years as an executive-level manager or comparable experience.

WORK DIRECTION

The Executive Director works independent of direct supervision, but reports to the President and the Board of Directors of the Association.

Proposals should be sent by email to the present Executive Director: Bruce van Ryn-Bocking (bruce@cacqs.ca) by April 15, 2024.