



LIFESAVING SOCIETY

The Lifeguarding Experts

JOB DESCRIPTION

- Position: Executive Director, Lifesaving Society Ontario
- Purpose: The Executive Director is the senior executive officer, responsible for the leadership and financial growth of the Lifesaving Society Ontario according to the strategic direction set by the Board of Directors.
- Reports to: Board of Directors

Major Responsibilities

Organizational leadership

1. Ensure the programs and services offered by the Society contribute to the mission and reflect the priorities of the Board.
2. Identify strategic opportunities for growth consistent with the mission.
3. Participate as an ex officio member of the Board of Directors and Council of Officers without voting power.
4. Lead the Canadian Drowning Prevention Research Centre as CEO.
5. Provide support and strategic advice to the three Presidents.
6. Participate as an active member of the National Management Team, Atlantic Management Committee, at Think Tank and on other committees of strategic importance to the Society.
7. Monitor the work of Ontario Councils, National Commissions, National Board of Directors, Canadian Drowning Prevention Coalition.
8. Ensure a commitment to customer service excellence throughout the Society.

Finances

1. Direct overall finances and capital assets to the long-term benefit of the Society.
2. Develop business opportunities for income growth.
3. In conjunction with the Treasurer, ensure prudent financial planning that supports the long-term financial health of the Society.
4. Prepare the annual budget for Board approval.
5. Establish retail prices annually.
6. Direct the investment policy.
7. Ensure systems are in place to manage expenditures, inventory, accounts receivable, accounts payable, and reporting.
8. Approve expenditures, cheque authorization and donation receipts, within the authority delegated by the Board.
9. In conjunction with the Treasurer, review financial reports and Public Information Returns.

Human Resources

1. Direct the management of permanent, part-time and contract staff including staffing requirements, hiring, training, evaluation and termination.
2. Oversee human resource policies, procedures and practices.
3. Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
4. Work with and advise the Staff Committee of the Board, including preparation of the staff budget.
5. Review work plans, accomplishments and priorities three times per year with each staff Director.
6. Chair staff Director meetings a minimum of four times per year.
7. Foster effective teamwork between the staff and the volunteers.
8. In conjunction with the Past President, recruit, develop and mentor volunteers.
9. Ensure volunteers receive an orientation to the Society.

Relationships

1. Position the Society as the authority in aquatic safety standards, water rescue and lifeguarding with governments, corporations and the aquatic industry.
2. Develop effective, long-term and positive working relationships with the affiliate members and allied organizations to achieve the goals of the Society.
3. Represent the Society in public to promote awareness and enhance the Society's profile.

Business Management

1. Oversee Lit Trust, LifeguardDepot.com, Drowning Prevention Research Centre.
2. Oversee the business operation of the Society's programs, products, services and headquarters.

Risk Management and Legal

1. Identify and evaluate risks to the Society members, property, finances, image, and implement measures to mitigate risks.
2. Ensure an enterprise risk management program is in place that monitors and responds to major risks to the Society including cyber security, data protection and asset management.
3. Ensure appropriate insurance policies are in place for General liability, Professional liability, Director and Officers liability, office contents and inventory.
4. Ensure protection of trademarks, intellectual property and historical records.
5. Ensure compliance with Canada's anti-spam legislation (CASL) and the Personal Information Protection and Electronic Documents Act (PIPEDA).
6. Ensure compliance with Federal and Provincial regulations governing Registered Charities.
7. In conjunction with the Corporate Secretary, represent the Society in legal matters.