

Request for Applications

Executive Director of HeliCat Canada

February 5, 2018

Association Overview

HeliCat Canada is the trade organization representing 33 helicopter and snow-cat skiing businesses in Western Canada. The association represents the interests of its members to a variety of stakeholders, sets and promotes the highest possible operating standards through its accreditation program, promotes continual improvement through its focus on research and special projects, and provides a variety of services to its membership.

"Our purpose is to speak and act on behalf of our members, to guide and develop best practices in the areas of sustainability and safety, and to promote the growth of the helicat sector in a way that is economically, environmentally and socially responsible."

Position Overview

HeliCat Canada is seeking an individual to fill the role of Executive Director. The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

This is a part-time position, hired by and directly accountable to the Board of Directors through its elected President. Currently the Executive Director works a 0.55 FTE annual term and has the support of two part-time staff, all located in Revelstoke. The new Executive Director could be located in another location in the province of BC.

Salary is commensurate with experience and qualifications.

Areas of Responsibility

The Executive Director has the support of an Executive Secretary & Administrative Assistant and a Bookkeeper & Financial Administrator in managing the following responsibilities.

- **Liaison and support for the BOD and committees**
 - Participate with the Board of Directors in developing a vision and strategic plan to guide the organization. Develop supporting organizational goals and objectives and monitor progress.
 - Be knowledgeable of, and monitor key issues and developments relevant to the interests of the association. Brief the Board and recommend strategies and courses of action as necessary.
 - Develop and recommend policies, procedures, guidelines and governance documents to BOD for approval or revision and implement once approved.
 - Organize and attend BOD meetings and planning sessions. In conjunction with BOD develop agendas, prepare and disseminate relevant materials and ensure minutes are compiled and disseminated.
 - Organize and provide support to committees to enable them to perform effectively. Attend meetings of those committees as required
 - Provide support to the Accreditation Committee with managing and scheduling accreditation inspections.
 - Facilitate the orientation of new board members.
- **Liaison with government**
 - Maintain and nurture effective relationships with key political and bureaucratic contacts in federal, provincial, regional and municipal governments.
 - Ensure that the position of HeliCat Canada is effectively represented in accordance with the broad strategic direction from the BOD.
 - Ensure lobbyist registrations at provincial and federal levels, as required.
- **Liaison with external groups**
 - Develop and update map of all key stakeholders at international, national, provincial, regional and local levels.
 - Serve as chief liaison with specific sector and stakeholder groups.
 - Effectively and positively represent HeliCat Canada to all stakeholder groups in accordance with the policies and objectives of the association.
 - Attend meetings and/or serve on committees of external organizations as required to meet the objectives of the association.
- **Public relations**
 - Actively promote and positively represent HCC to all stakeholders and media.
 - Serve as spokesperson for HCC with the media when required, including managing crisis communications.
 - Establish good lines of communication with stakeholders to keep them informed of the work of the organization and to identify issues requiring attention.
 - Represent HCC at public functions as appropriate.
- **Member services and relations**

- Organize regular member engagement activities including meetings, workshops and seminars.
- Oversee the production of communication materials (including newsletters, website, etc.) to keep members, stakeholders and governments informed of the association's efforts and achievements and other relevant topics.
- Maintain program tracking and reporting to members, sponsors and government.
- Oversee membership recruitment and retention campaigns and tracking of membership status.
- Act as a resource for members seeking advice or assistance on specific issues falling within the HeliCat mandate.
- Oversee a member database/management system ensuring that individual and organizational records are accurate and that the integrity of data is maintained.
- **Project management**
 - As part of the annual budgeting process and with input from the BOD and committees, propose research and special projects that further the goals of the association. Supervise and/or manage their implementation.
 - Liaise with Simon Fraser University, ensuring that HCC funding commitments for the Avalanche Research Program are upheld and that current research projects continue to support our needs.
 - Provide expertise and assistance where required, to committee level projects or outside resources as required.
- **Administration**
 - Control and manage the organization to ensure all approved policies and procedures are effectively implemented.
 - Execute contracts and commitments on behalf of board.
 - Conduct official correspondence on behalf of, or jointly with the Board as appropriate.
- **Fiscal management**
 - Develop, recommend, and monitor annual and other budgets.
 - Provide for proper fiscal record-keeping and reporting, and ensure effective audit trails.
 - Oversee membership and research and special project dues process, including invoicing, collections and analysis.
 - Approve expenditures within the authority delegated by the Board. Act as one of the signing officers.
 - Submit monthly financial statements to the board of directors.
 - Actively pursue and develop new revenue streams, including sponsorships, grants and partnerships.
- **Personnel**

- Administer board-approved personnel policies.
- Ensure proper hiring and termination procedures.
- Oversee any and all disciplinary actions.
- Provide for adequate supervision and evaluation of all staff and volunteers.

- **Risk Management**
 - Identify, evaluate and regularly report to the Board on the risks to the organization's people, property, finances and image. Implement measures to control those risks.
 - Ensure the Board and organization carries appropriate and adequate insurance coverage.

Qualifications and Experience

The successful candidate will have demonstrated experience in most, if not all of the following categories:

- Leadership and management experience: Leadership position in a not-for-profit or similar organization an asset.
- Experience in working for and with a Board of Directors and a strong understanding of best governance practices.
- Demonstrated success in working with a member-based organization and a diverse group of stakeholders.
- Government relations: Strong political acumen and an understanding of how government works at national, provincial, regional and local levels. Experience building relationships and working effectively and tenaciously with government and regulatory bodies at both the political and staff levels.
- Business experience: Understanding the challenges and issues facing small to medium size businesses. Strong business acumen, financial, management, administrative, problem-solving and creative skills.
- Public relations: Experience working effectively with media and stakeholders, both proactively and in crisis situations.
- Facilitator: A proven track record of working collaboratively with multiple, diverse groups.
- Research: An understanding of research methodology and an ability to design and execute research projects.
- Mountain experience: Sufficient to understand the unique challenges faced by our sector.

Personal Characteristics

- Honest, trustworthy and demonstrates integrity.
- Excellent communicator – both written and spoken.

- Strong interpersonal skills. Builds and fosters relationships.
- Passion – a strong desire to make a difference.
- A 'Uniter' - has ability to navigate collaboratively through divisive issues and keep the group unified.
- Objective - able to rise above the politics.
- Ability to think strategically and "see around corners".
- Drives results - ability to execute on strategy, through to completion.
- Is flexible with days and hours of work, based on the needs of the association. Willing to travel as required.

Individuals interested in applying for the position of Executive Director of HeliCat Canada should provide a cover letter and detailed CV highlighting relevant skills, experience and existing relationships that meet the requirements noted above and will contribute to your success in the position. Salary expectations should also be included.

Applications should be sent to applications@helicat.org by March 2, 2018.

Questions about the position should be directed to Rob Rohn, President, HeliCat Canada by email - rrohn@cmhinc.com.

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