

## **TERMS OF REFERENCE - EXECUTIVE DIRECTOR**

Adopted on 4 June 2021

Replaces Policy 102 dated 22 February 2019

### **Introduction**

1. The By-law of the Co-op, section 4.05, speaks to Officer powers and duties. The positions of secretary and treasurer may be separate or combined. The person or persons holding the position(s) are normally a director(s) of the Co-op. The separate or combined positions need not be Directors of the Co-op.
2. The By-law goes on to state that “The board may specify the duties of and, in accordance with the by-laws and subject to the provisions of the Act, delegate to such officers powers to manage the business and affairs of the Cooperative.” This policy specifies the duties.

### **Policy**

3. The Executive Director is the administrative head of the Co-op. Specifically, the Executive Director is fully responsible to the board for the efficient achievement of all legislative, record-keeping, financial, personnel, public information and related requirements placed on the Co-op. In addition, the Executive Director is responsible to the Board for ensuring that the Manager and staff meet all technical requirements placed on the Co-op by all applicable Provincial agencies. The Executive Director will be appointed as, and fulfil all the duties of, the Secretary and Treasurer of the Board.
4. The Executive Director may delegate portions of their duties unless prohibited from doing so by law or the board.
5. The Executive Director is a paid position.
6. The Executive Director should at minimum have the required skills and knowledge as detailed in the following paragraphs, and will perform the duties listed below.

## Required Knowledge and Skills

7. Knowledge.
  - a. A working knowledge of municipal governance and administration.
  - b. A working knowledge of the laws and regulations applicable to the CRWC, including all of water treatment, corporate and municipal matters. This specifically is to include a basic knowledge of the safety standards pertaining to drinking water treatment and distribution.
  - c. A working knowledge of non-profit corporations and board governance.
  - d. A working knowledge of provincial administration.
  - e. A basic knowledge of the principles and mechanisms of emergency management.
  - f. A working understanding of financial administration, to include a basic understanding of public sector accounting. A professional designation is not required.
  - g. A basic understanding of the contracting process for goods and services.
  - h. A basic understanding of working with consultants.
  - i. A basic understanding of the principles of chemistry.
  - j. A post secondary designation, preferably in a field related to the position.
8. Skills.
  - a. Problem solving and analytical skills.
  - b. Writing skills at the undergraduate level.
  - c. Ability to use the Microsoft Office suite of software at an intermediate level.
  - d. Proven leadership skills, including basic conflict management skill.
  - e. Proven skill with long-term and strategic planning.
  - f. A demonstrated ability to work effectively within a public sector environment.

- g. The demonstrated ability to analyze and explain financial statements to the board and to others as required.
- h. A demonstrated ability to work for, and with, a board as the immediate superior.
- i. A demonstrated ability to work with minimal direction and to work through ambiguous circumstances.
- j. Superior organizational ability including the ability and the circumstances to work from home.
- k. An ability to devise, refine, and manage policies and procedures on varied subjects relevant to the CRWC.
- l. Ability to work under pressure in emergency situations on short notice.

### **Duties and Responsibilities.**

#### 9. Strategic Planning.

- a. Long-term planning with a strategic focus.
- b. Maintenance of an effective working relationship with neighbouring entities.
- c. Contracting and effective utilization of consultants.
- d. Identify grant and other funding opportunities and do necessary work to secure and report on these programmes.

#### 10. Financial Management.

- a. In cooperation with the Manager, prepare the financial plan and budget, including a multi-year capital plan and reserve fund.
- b. Present actual financial results including explanations for any variances from expected results.
- c. Manage the CRWC bank account, including reconciling the account, reporting monthly to the Manitoba Water Services Board Director of Finance, and making necessary payments.

- d. Manage the signing authorities on the account in accordance with direction in the Policy and Procedures Manual.
- e. Hold and execute, in a transparent and professional manner, such spending authority as may from time to time, by resolution, be delegated by the Board.
- f. Ensure accounting is complete and accurate.
- g. Ensure that preparations for the annual audit are completed promptly in order that the CRWC audit is conducted early so that municipal audits might be completed on time.
- h. Ensure that the payroll is properly managed.
- i. Ensure proper coordination is continuously maintained with the financial assistant if any.

11. Support to the Co-op Manager

- a. Provide leadership, mentoring and supervision to the Manager and staff to the degree and in the manner warranted by circumstances.
- b. Governance activities including policies, procedures and practices.
- c. Staffing and staff related issues.
- d. Finance and accounting analysis.
- e. Support a positive working relationship with Manitoba Water Services Board.
- f. Support a positive working relationship with the CRWC Board.
- g. Ensure the continued maintenance by staff to matters of safety and health, security, and cybersecurity.
- h. Special assignments and projects.

12. Manage the relationship with the Manitoba Water Services Board.

- a. Coordinate accounting services.
- b. Coordinate discussions related to water quality and quantity of a general nature.
- c. Coordinate financing activities.

- d. Effect necessary coordination with Manitoba, Canada for funding.
- e. Participate in the development of agreements and tendering documents in so far as they pertain to the administrative, financial and legal concerns of the CRWC (as opposed to matters of a technical nature.)

13. Administrative Support to the Board

- a. Draft agendas for board and committee meetings.
- b. Arrange board and committee meeting venues and required support.
- c. Produce information and decision briefs for board and committee meetings as required.
- d. Produce minutes of board and committee meetings.
- e. Follow up and complete board direction.
- f. Respond to and follow-up on questions from board members.
- g. Manage the drafting, amendment, approval and filing of all agreements in which the Co-op is a party.
- h. Maintain an open, transparent and healthy relationship with CRWC members, notably the CAOs.
- i. Maintain close liaison with the board chairman.