

**Position Summary:**

As the principal salaried executive officer of the BCICA, the Executive Director serves as the primary liaison for the Association with all external partners. The Executive Director is responsible for the effective operation of the Association and for providing oversight of the administrative functions of the BCICA office. The Executive Director makes independent operating decisions and is responsible for developing, advising and making recommendations to the Board of Directors with regard to association governance and association / member relationships. The Executive Director is responsible for the promotion and marketing of the BCICA Quality Assurance Certificate Program and the development of relationships with supportive organizations / individuals that will assist BCICA to promote the QAC as a key part of mechanical insulation specifications for work tendered in the public and private sectors.

**Responsibilities and Authority:**

Within the limits of the BCICA Constitution and By-laws, the Executive Director is responsible for and has the commensurate authority to accomplish the following duties:

**Liaison and Support for Board and Committees:**

- Develops, recommends for Board approval and implements policies and procedures.
- Responsible for the effective maintenance of the business affairs of the Association in accordance with policies and procedures approved by the Board.
- Attends all meetings of the Board of Directors and when requested, meetings of like-minded construction associations as ex-officio (non-voting) member.
- Ensures effective communication with all BCICA Members
- Develops agendas for Board meetings and supervises the preparation and distribution of relevant material for meetings to all Board members.
- Prepares annual and interim reports for the Board.
- Facilitates, advises, and supports the objectives of the Association

**Liaison with External Groups**

- As directed by the Board, represents BCICA to organizations that liaise with the Association on a regular basis.
- Attends meetings of external organizations as required.
- Serves on committees of external organizations as required.
- Reports to the BCICA Board in order to maintain effective relations with external organizations.

### **Administration and Budget**

- Controls, maintains, and modifies the organization, structure and operation of the BCICA office to ensure that all approved policies, procedures and activities are implemented without undue delay and administered effectively.
- Subject to policy, has responsibility and authority for staff training, supervision, and evaluation.
- Develops and maintains appropriate budgetary procedures with the Treasurer, oversees expenditures of budgeted funds; acts as one of the Association's signing officers.
- Responsible for the day-to-day finances of the Association, maximizing current and developing new revenue streams.
- Primary contact for BCICA funding agencies.
- At the direction of the Board of Directors, seeks new funding or grant opportunities
- Executes contracts and commitments on behalf of the Board.
- Maintains official files for the Association.
- Maintains a manual of policies and procedures.

### **Membership**

- Serves as primary contact point for BCICA members.
- Liaises with the Membership Committee to promote interest and participation in the Association's activities.
- Coordinates membership programs and evaluates results.
- Develops affinity programs for members in accordance with BCICA policy.
- Responsible for the overall direction and content of the BCICA website.
- Monitors membership revenue and analyzes trends.

### **Workshops, Conferences and Events**

- Provides direction to BCICA committees and interest groups in planning workshops and events.
- Ensures all workshops and events conform to the overall goals of the association.
- Assists BCICA committees and interest groups in developing budgets and announcements.
- Plans events at the request of the BCICA Board.
- Responsible for all board-related conference coordination (e.g., scheduling President's appearances, organizing the AGM and post-conference board meeting, awards lunch).

## BCICA –Executive Director Job Description

### **Publications**

- Research / writes articles for the Newsletter as well as the BCICA Website.
- Provides news about BCICA to the national association for publication as well as material for publication in local construction newsletters.
- Responsible for the coordination and production of other BCICA publications, pamphlets, etc.

### **Lobbying and Public Relations**

- Maintains effective relationships with government and ensures that the positions of the Association and its members are presented in accordance with the policies and objectives of the organization.
- Serves as spokesperson for the Association with the press when required.
- Represents the Association at public functions.
- Establishes and maintains such relationships with other associations, government, publishers, public service organizations and vendors as are desirable or necessary in the best interests of the Association and in conformity with the overall objectives and policy of the Association.

### **Qualifications and Experience**

- CAE designation, Engineering Degree and / or a combination of education and supervisory experience in a related construction field (i.e., sheet metal, plumbing, mechanical insulation).
- Association management or similar experience an asset.
- Proven planning, administrative, supervisory and budgeting skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal and teambuilding skills.
- Proven experience working collaboratively in multi-sector organizations.
- Preferred experience in fundraising and grant application writing.
- Good working knowledge of MS Office suite.
- Knowledge of website content management systems.
- COVID 19 – the ability to conduct ZOOM or similar conference call type meetings.
- The ability to develop and deliver webinars to BCICA Members.

**Send your resume in confidence to [brian.bcica@telus.net](mailto:brian.bcica@telus.net). Only those short-listed for an interview will be contacted. The posting closes February 26, 2021.**