



## ROLE DESCRIPTION – CHIEF EXECUTIVE OFFICER SOFTBALL CANADA

Softball Canada's vision is to be "the world leader in softball"; and our mission is "excelling in leadership development, and participation in softball."

### Scope and Accountability:

The Chief Executive Officer is responsible for the strategic leadership of Softball Canada and oversees the development and implementation of the strategic plan, human resource planning and management, financial planning and management, stakeholder relationship engagement and management, all programs and services, and risk management.

The Chief Executive Officer reports to the Board of Directors through the President of Softball Canada, and works collaboratively with the board to fulfill the organization's mission.

### Core Competencies:

Strategic Thinking	Leading & Developing Others
Building and Leveraging Collaborative Networks and Relationships	Planning, Coordination and Execution
Creative Problem Solving & Decision Making	Organizational Awareness and
Leading Change	Organizational Sensitivity
	Values and Ethics

### Qualifications:

Degree in Kinesiology, Sport Science, Business or related

Proven senior leadership experience

Bilingual (English/French) is considered an asset

Knowledge and understanding of the Sport System at the international, national and provincial level.

Strong written and oral communication skills. Ability to represent the organization through an open and dynamic presence.

### Key Responsibilities:

1. Strategic Leadership and Planning
2. Financial Planning and Management
3. Human Resource Planning and Management
4. Stakeholder Relationship Management and Advocacy
5. Supports Board Governance and Leadership
6. Oversight of Programs and Services
7. Risk Management



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## Specific Responsibilities:

### 1. Supporting Board Governance and Leadership

- Participates with the Board of Directors in developing a vision, mission, values and strategic directions to guide Softball Canada
- Responsible for communicating effectively with the Board of Directors through the President and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

### 2. Strategic Leadership and Planning

- Works with the Board and staff to ensure the mission of Softball Canada is fulfilled through strategic planning, programs, services and stakeholder engagement
- Responsible for the development and implementation of the annual operational plan, aligning to the strategic plan of Softball Canada, making additions and modifications as needed.
- Responsible for identifying and planning the human and financial resources needed to successfully implement the strategic and operational plan.
- Provides leadership to the staff in order to implement approved plans and achieve the goals set out in the strategic and operational plans.

### 3. Financial Planning and Management

- Responsible for the overall fiscal integrity of Softball Canada, including the development of an annual operating budget for approval by the Board of Softball Canada and ensuring regular financial statements, which accurately reflect the financial condition of the organization and are shared with the Board of Directors.
- Responsible for fiscal management that includes operating within the approved budget and ensuring financial policies and controls are developed and implemented.
- Direct and coordinate business activities, crucial partnerships, costs, operations and forecast data and review activity reports and financial statement to determine progress and status in attaining established objectives; bringing forward progress or issues to the attention of the Audit and Finance Committee or Board of Directors, as appropriate.
- Ensures a Fund development plan is in place that incorporates all government funding, grants and sponsorship opportunities with a defined process to ensure obligations and requirements are met and reporting is completed as required.
- Working through the requirements of the annual audit and implementing recommendations and findings of the auditors.





#### **4. Human Resource Planning and Management**

- Ensures there is appropriate staffing and resources to fulfill Softball Canada's initiatives and that clear accountability processes and best practices are in place and effectively utilized.
- Provide leadership, supervision and management of employees.
- Accountable for the recruitment, management and ongoing development of employees. Ensuring employment agreements are in place, up-to-date position descriptions for each of the staff positions, and a performance management system to monitor progress performance.
- Ensures the development and implementation of human resource policies are in place and all employees have access to policies.
- Ensures the maintenance of accurate and up-to-date employee records and any contracts/agreements for staff payroll and benefits.

#### **5. Stakeholder Relations and Advocacy**

- Promotes and represents Softball Canada in the community and acts as the primary spokesperson for the organization.
- Works to foster strong and meaningful relationships and partnerships with key sport stakeholder groups at all levels – international, national and provincial; providing leadership, consultation and direction as relevant. Key partnerships include: WBSC, WBSC Americas, Sport Canada, Canadian Olympic Committee, Provincial/Territorial Sport Organizations.
- In conjunction with the Board of Directors and staff, create and implement a hosting strategy for international and national events.

#### **6. Oversight of Programs and Services**

- Ensures the programs and services offered by Softball Canada contribute to the organization's mission and reflect the priorities of the Board of Directors.
- Ensures continual review of programs and services to support the needs of the membership.

#### **7. Risk Management**

- Responsible for the development and implementation of all policies and procedures for Softball Canada, working with appropriate committees and staff.
- Informs the Board of any risks or significant changes to Softball Canada and advises on trends and issues – both internal and external to the organization.
- Ongoing refinement and implementation of a safe sport strategy for the organization.

