



A1.10 CEO POSITION DESCRIPTION

This position description describes the role and responsibilities of the CEO of the Foundation. It should be read in conjunction with the CEO's employment agreement.

APPOINTMENT

The Board appoints the CEO, sets his or her salary and defines the CEO's duties and tenure of office or employment.

The CEO reports to the Board through the Board Chair.

ROLE

The CEO has overall responsibility for leading and managing the Foundation within the parameters set by the Board.

ACCOUNTABILITY

The CEO is accountable to the Board.

DUTIES AND RESPONSIBILITIES

The CEO's is responsible to:

- Provide general leadership to the Board, a small team of staff including the Executive Director, partners, government, donors, volunteers and the Take a Hike Community.
- Develop effective working relationship with the Chair of the Board to support the successful execution of his/her role.
- Develop close working relationship with the Board of Directors. Ensure that the Board is provided with all information necessary to executive on their duties. Engage directors to maximize their contribution to the organization.
- Inform and lead the implementation of the strategy to expand the Take a Hike Program to multiple communities throughout BC. Key to the success of the expansion efforts are engaging the Foundation Board, effectively managing relationships with LIFT Philanthropy and multiple school boards, and setting and executing on fundraising strategy.



- Provide recommendations related to the organization's structure and management as it expands; implement changes as approved by the Board. Recommend new and revised policies, strategies and programs that are consistent with the organization's aims.
- Cultivate relationships with the Foundation's established donors and develop new relationships with potential future donors. Build personal relationships with key donors, corporations, foundations and other funding entities.
- Ensure the organization effectively manages all stakeholder relationships including donors, volunteers, partner and potential partner school boards, and government.
- Develop budgets and manage the finances of the organization. Make recommendations and decisions to minimize financial risk to the organization.
- Ensure effective management and development of staff including the Vancouver Executive Director, therapists and administrative staff.
- Ensures the effective management and support of volunteer resources to achieve Foundation objectives.
- Ensure an effective communications strategy is in place for the Foundation that both increases public awareness and promotes a positive image with all stakeholder groups. With the Chair of the Board, act as spokesperson for the organization.
- Stay abreast of trends related to supporting at-risk youth, education, fundraising, communications and the not-for-profit sectors.

COMPENSATION

The Board determines the CEO's compensation on the recommendation of the Human Resources and Governance Committee.