

## **Position Profile for Executive Director**

### **Organizational Relationships:**

Reports to: M2/W2 Association Board of Directors

Supervises: All Staff.

Liaison with: Supportive churches, donors, Federal and Provincial corrections staff, other restorative justice practitioners.

### **General Accountability:**

The Executive Director (ED) is responsible for planning, directing and implementing programs in compliance with the Association's policies: ensuring that goals and objectives are met in a timely and cost-effective manner.

The ED will network with community supporters (both individual and corporate), churches, Federal and Provincial Corrections staff, educational institutions and other Restorative Justice organizations in order to build a public profile and solid resource base for M2/W2.

### **Responsibilities:**

#### **1. Administration:**

- The ED will be responsible to the Board of Directors, providing a written report to all regular board meetings.
- The ED will ensure that the necessary materials will be prepared for all Board meetings, including the Annual General Meeting.
- The ED will give input to board established committees.
- The ED will develop an annual operating budget with the assistance of the bookkeeper and recommend it for approval by the Board.
- The ED will approve all expenses before payment is made by the bookkeeper.
- The ED will manage rental of office space, equipment and capital purchases within the approved annual budget. Any decisions with financial implications beyond the approved annual budget must be submitted to the Board for approval prior to being implemented.

## **2. Operations:**

- The ED will work with committees to develop, implement and evaluate policy and procedures for the running of the organization.

## **3. Personnel:**

- The ED will assist the Personnel Committee in developing human resources policies and training, professional development and evaluation procedures for staff and volunteers.
- The ED will ensure the fair and equitable implementation of all human resources policies and procedures.
- The ED will ensure that volunteers are provided with instruction, guidance, support, materials and supervision as needed.
- The ED will ensure that staff meets regularly to stay up to date on the status of the organization and each others' work.
- The ED will oversee the development and implementation of recruitment and selection procedures for staff and volunteers.

## **4. Community Resources:**

- The ED will oversee the development of all printed materials about M2/W2 including media releases promotional documents, and fundraising campaign materials.
- The ED will assist the Board in representing the Association to promote community awareness and education, and to encourage partnership with – and financial support of – the Association.
- The ED will liaise and communicate with churches, government, other restorative justice practitioners and the public.

## **Qualifications:**

A graduate degree in Social Sciences and a minimum of five years related experience or an equivalent profile of education and experience is required. The position requires a high level of communication and relationship building skills, political acumen and a desire to serve God in restorative Christian ministries.

## **Evaluation:**

The Board will ensure an appropriate performance review of the ED is conducted on an annual basis and that the report is reviewed with the ED, used in setting performance goals, and filed in the ED's confidential personnel file.

**Agreement:**

The incumbent \_\_\_\_\_ has reviewed this profile and accepts the position.

\_\_\_\_\_ Date: \_\_\_\_\_  
Incumbent Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson