



## 4-H Nova Scotia Executive Director Job Description

*Together, the Board and Executive Director ensure 4-H Nova Scotia's relevance to the community, the accomplishment of 4-H Nova Scotia's vision and objects, the accountability of 4-H Nova Scotia to its constituents and the continued financial sustainability of the organization.*

*The Board delegates responsibility for management and day-to-day operations to the Executive Director, who has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The Executive Director provides professional support to the Board as it carries out its governance functions. The Executive Director conveys a professional and positive image and attitude regarding 4-H Nova Scotia and the not-for-profit sector and demonstrates commitment to continued professional growth and development.*

### **Primary Duties and Responsibilities**

The Executive Director is expected to perform the following:

#### **Leadership**

- Participate with the Board of Directors in developing, reviewing, and monitoring a vision and strategic plan to guide 4-H Nova Scotia.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect 4-H Nova Scotia.
- Act as a professional advisor to the Board of Director on all aspects of 4-H Nova Scotia's activities.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff.
- In addition to the President of 4-H Nova Scotia, act as a spokesperson for 4-H Nova Scotia.
- Conduct official correspondence on behalf of the Board and jointly with the Board when appropriate.
- Represent 4-H Nova Scotia at community activities to enhance 4-H Nova Scotia's community profile.

#### **Operational Planning and Management**

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of 4-H Nova Scotia.
- Direct and oversee operational activities of 4-H Nova Scotia according to priorities outlined by the Board, ensuring a smoothly functioning, efficient organization.
- Ensure that the operation of 4-H Nova Scotia meets the expectations of its constituents, Board, and Funders.
- When assigned, draft policies for the approval of the Board and recommend procedures to implement 4-H Nova Scotia policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.

- Ensure that personnel, client, donor, and volunteer files are securely stored and privacy/confidentiality is maintained.
- Provide support to the Board by collaborating with the Board to develop meeting agenda and supporting materials.

### **Programme Planning and Management**

- Assure programme and project quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation and revision.
- Ensure that the programmes and services offered by 4-H Nova Scotia contribute to 4-H Nova Scotia's mission, vision, and objects, and reflect the priorities of the Board.
- Maintain, nurture, review, and revise regularly the existing programmes and services offered by 4-H Nova Scotia consistent with the objects, mission, and Strategic and Business Plans of 4-H Nova Scotia.
- Work collegially with 4-H Nova Scotia's Board, committees, and partners to ensure
- effective, efficient communication, organization, and implementation.
- Monitor regularly the delivery of the programmes and services of 4-H Nova Scotia to maintain or improve quality.
- Oversee the planning, implementation, execution, and evaluation of special projects.

### **Human Resources Planning and Management**

- Determine staffing requirements for organizational management and programme delivery.
- Oversee the implementation of the human resources policies, procedures, and practices including the development of job description for all staff.
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Recruit, interview, and select staff who have the right technical and personal abilities to help further 4-H Nova Scotia's mission.
- Ensure that all staff receives an orientation to 4-H Nova Scotia and that appropriate training is provided.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance, implement change, and develop professionally.
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures, according to 4-H Nova Scotia's Policies.

### **Financial Planning and Management**

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget.
- Work with the Board and its agents to secure adequate funding for the operation of 4-H Nova Scotia.
- Participate in the research for funding sources, assist the development of fundraising plans, and communicate the funding proposals to increase the funds of 4-H Nova Scotia to the Board.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board. Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of 4-H Nova Scotia according to the approved budget and consistent with the Policies and directives of the Board.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of 4-H Nova Scotia.
- Ensure that 4-H Nova Scotia complies with all legislation covering taxation and withholding payments

### **Community Relations/Advocacy**

- Communicate with the constituents of 4-H Nova Scotia to keep them informed of the work of 4-H Nova Scotia and to identify changes in the community served by 4-H Nova Scotia.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of 4-H Nova Scotia.
- Collaborate collegially with the Department of Agriculture and other partners to further the vision, objects, and interests of 4-H Nova Scotia.

### **Risk Management**

- Identify and evaluate the risks to 4-H Nova Scotia's constituents, property, finances, goodwill, and image, and recommend to the Board measures and implementation plans to control risks.
- Monitor and manage the efficiency and effectiveness of the Database and the Adult Volunteer Screening protocols to ensure that both constituents and partners understand their use and that their design and implementation is regularly evaluated and revised. Ensure that the Board of Directors and 4-H Nova Scotia carry appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage.