



POSITION TITLE: Chief Executive Officer
CLASSIFICATION: Full-Time
REPORTS TO: President – OFSC Board of Governors
ACCOUNTABLE TO: OFSC Board of Governors
DATE ISSUED: November 12th, 2019

Summary and purpose:

The Chief Executive Officer is the organization's chief-of-staff and is solely accountable to the Board of Governors for the success of ongoing corporate operations within established executive boundaries, approved strategic plans, and operational budgets. The Chief Executive Officer identifies and develops strategy and policy for recommendation to the Board of Governors. In partnership with the elected and staff leadership of the Federation, the Chief Executive Officer achieves the goals and furthers the mission of the Federation.

Duties and Responsibilities:

- Provide leadership in the development of the Federation's statement of vision, mission, and goals, and be responsible for the development of corresponding strategies, and budgets to achieve them.
- Direct and execute the corporate activities of the Federation either directly or through delegation of authority.
- Ensure the development and implementation of priority plans, performance measurements, management controls, and critical path factors.
- Monitor the ongoing implementation of approved plans and budgets as part of the annual planning and budgeting cycle and present recommendations to the Board of Governors.
- Propose agenda items for the Board of Governors reflecting issues, opportunities, and priorities.
- Develop and maintain an effective staff organization which provides appropriate policy and program recommendations for consideration by the Board and its committees, and which delivers services, programs and information beneficial to the members.
- Hire, reward, discipline, terminate, and set the remuneration of, all Federation employees except for him/herself, in accordance with policy and/or approved budgets.
- Identify, document, and articulate the needs of member organizations and stakeholders for Board consideration.
- Maintain the necessary contacts to keep abreast of emerging issues of significance to the Federation.
- Act as the spokesperson for the Federation and serve as ambassador to represent the Federation to relevant organizations in Canada and internationally.
- Perform such other duties as are prescribed in writing from time to time by the Board of Governors and/or its designate.



Working Relationships:

- A non-voting ex officio member of Boards, Committees, Councils, Task Forces, and other member forums as assigned by the Board of Governors.
- The representative of the Federation as the employer of paid staff and responsible for establishing compensation and benefits within approved budgets, staff plans and policies, and for the hiring and release of the Federation's employees.
- Works closely with the organization's volunteer leaders (Executive and Board) and staff leaders to develop a team-based strategic partnership.
- Leads and is accountable for the performance of the overall Staff Team.

Qualifications:

- Demonstrated successful experience in a similar executive portfolio, ideally with a blend of senior administrative, business development, and professional association management.
- Significant experience working with a volunteer Board of Directors or similar governance body is desirable, as is solid business/financial acumen and a proven ability to anticipate, influence and manage change through creativity, innovation, vision, and leadership.
- Appropriate academic credentials will be complemented by a good knowledge of current information technology.
- Excellent communication, interpersonal, public relations, and presentation skills along with a high degree of computer literacy and a thorough understanding of contemporary association governance processes.
- Flexibility and availability in terms of work hours is essential to meet organizational objectives.
- Respect and appreciation for the critical role of volunteers, staff, and partners in delivering organized recreational snowmobiling throughout Ontario.
- A creative and innovative professional, the Chief Executive Officer will bring a degree of risk tolerance to the Federation as we continue our evolution as the province's largest operator of recreational trails.

Education & Experience:

- Post secondary degree in business or related field of study.
- Demonstrated commitment to continuing education and/or personal development where applicable.
- 10 or more years in related senior management positions with progressive responsibility and track record for success in adding value to the organization's objectives.
- Direct experience and thorough knowledge of organized snowmobiling in Ontario, Canada and North America would be considered an asset.
- Experience in developing processes, procedures and decision-making processes necessary to implement approved policies.
- Demonstrated knowledge of government structures and processes.
- Experience in managing/coordinating complex projects in which there are a broad range of stakeholders with varying interests.





Competencies:

Intellectual and analytical leadership

- Provide policy leadership within the organization.
- Maintain high level analytical, conceptual, and innovative thinking.
- Process information quickly and thoroughly.

Strategic focus

- Take a broad or long-term view of a situation and foresee opportunities and problems.
- Keep abreast of existing and developing issues which could impact on the mission of the organization

Analytical reasoning

- Apply a rigorous analytical framework to policy issues.
- Analyze and use both qualitative and quantitative information and to incorporate such information into policy formulation.
- Use logical, creative, and critical processes and exercise sound judgment in the analysis and interpretation of information in the development of sound conclusions.
- Probe sources to identify all driving forces and hidden issues.
- Pull together ideas, research, issues, and observations into a coherent picture.
- Identify key issues in complex situations.

Communication and representation

- Express ideas with clarity and confidence in a logical manner.
- Communicate ideas, instructions, and information both orally and written in a language and style appropriate to the intended audience such that key points are made clearly and the integrity of the message is maintained.
- Listen and display interest and allow others to present their viewpoint.
- Represent the organization at relevant external forums with credibility and authority such that a positive and professional image of the organization is maintained.
- Actively build relationships which could enhance the success of the position.
- Use a range of strategies and techniques to persuade, convince, or influence others to endorse approved organizational policies or procedures.
- Deal effectively with people in tense situations or when conflict develops.

Achievement focus

- Demonstrates a high level of personal competence and understands performance objectives.
- Consistently achieves desired outcomes and maintains focus on key priorities.
- Demonstrates initiative, self direction, and ability to work pro-actively in making effective decisions.
- Demonstrates a flexible and innovative approach.
- Proactively manages conflicting demands on time to deliver high-quality results within agreed deadlines.





- Copes and adjusts to changing priorities.
- Has enthusiasm and motivation to achieve results.
- Produces work that is thorough, accurate, and appealing.
- Accepts accountability and monitors own performance.
- Sets challenging goals and targets for themselves.
- Learns from mistakes and takes corrective actions.
- The desire and the capacity to maintain high standards of quality performance and customer service.

Compensation:

Recommended by the President through the Board approved budget process. Initial compensation will be based upon relevant experience and knowledge. Subsequent compensation will depend upon performance and the business conditions. The role is eligible to receive all employment benefits offered to full-time corporate employees.