

Executive Brief

For the Position of Executive Director

Aboriginal Sport Circle

Ottawa, Ontario

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Contact

For more information, please contact:

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Introduction

Thank you for considering this important opportunity. This Executive Brief contains information about the position and the Aboriginal Sport Circle. Also included is an overview of the search process, and a few points that may be of interest to you.

For more information on Aboriginal Sport Circle, we encourage you to visit www.aboriginalsportcircle.ca to learn more.

Please feel free to contact us should you have any questions. We would be happy to assist.

Yours truly,

Jymmi Kaye Demchuk

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Vision

The Aboriginal Sport Circle strives for

- Healthier, more active aboriginal people in vibrant communities that are fully engaged in sport, recreation and physical activity;
- National systems that systemically include aboriginal people and organizations in strategies, initiatives, programs and services for improved outcomes for all Canadians;
- Provincial/Territorial and local capacity that serves the unique needs of Aboriginal people at the community level;
- Adequately resourced sport, physical activity and recreation systems that are culturally appropriate and enable Aboriginal people to achieve success from playground to podium;
- Finally, that these outcomes have a positive impact on broader sector agendas including but not limited to economic development, health, mental health, environment and justice.

Mission

The Aboriginal Sport Circle is a member-based, not-for-profit organization that exists to support the health and wellbeing of Aboriginal people and communities through participation in sport, physical activity and recreation.

Specifically, the ASC is responsible to:

1. Provide a national voice for Aboriginal sport, physical activity and recreation;
2. Build capacity at the national, provincial and territorial levels in the design and delivery of sport, physical activity and recreation programs that are culturally appropriate for Aboriginal people;
3. Ensure national policies and frameworks pertaining to sport, physical activity and recreation respond the needs of Aboriginal people and communities;
4. Facilitate development and training of individuals to be effective leaders for Aboriginal participants in sport, physical activity and recreation;
5. Recognize and promote best practices in sport, physical activity and recreation for Aboriginal people;
6. Oversee the development and delivery of national and international programs that enhance participation of Aboriginal people in sport, physical activity and recreation.

This work is accomplished directly, with our membership and through strategic partnerships.

CORE VALUES

Respect – In keeping with our culture, we are respectful to all. We are holistic in our approach and demonstrate our respect by caring, sharing and ensuring fairness in everything we do.

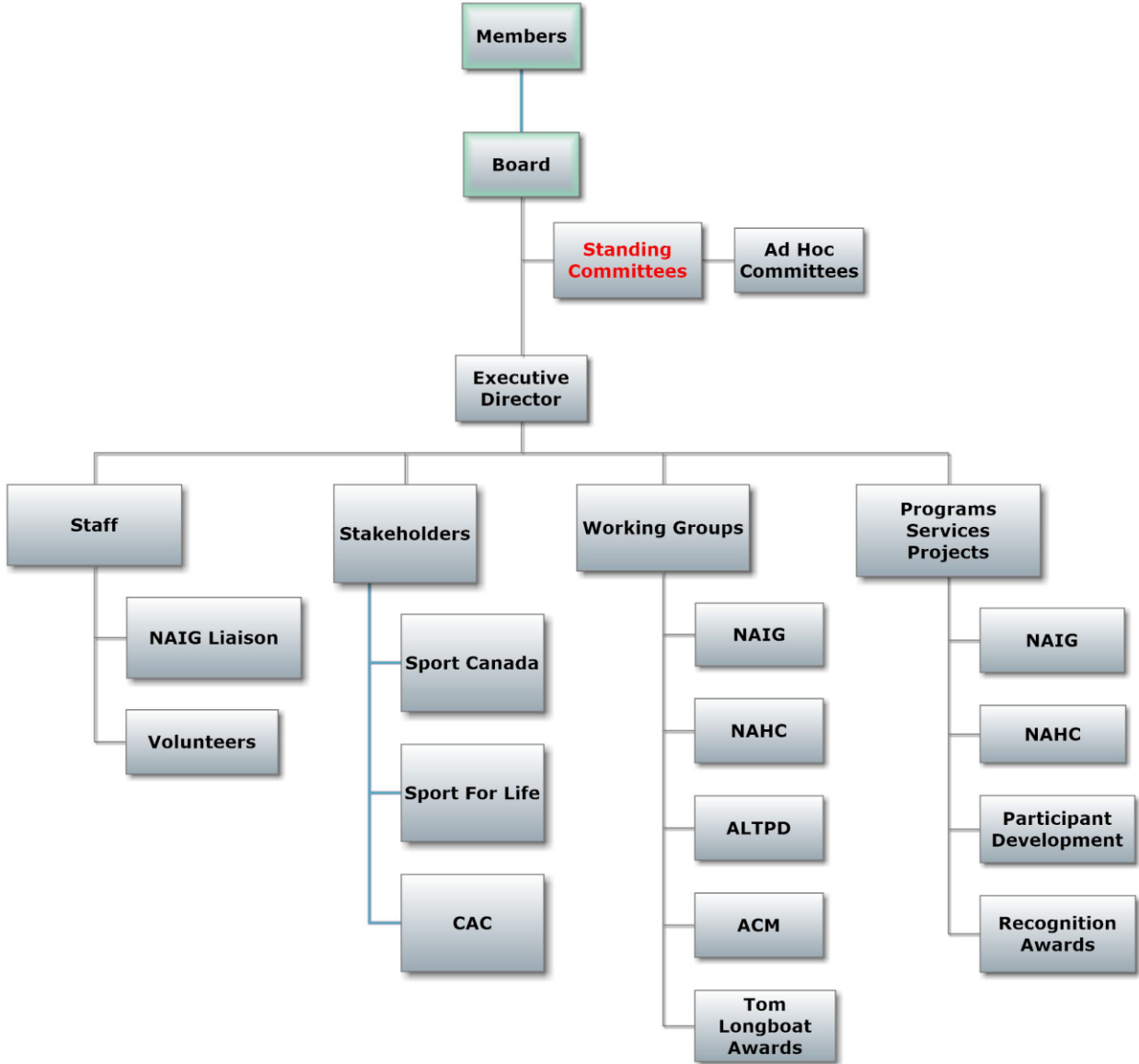
Accountability – We are professional and ensure accountability and transparency in our operations. We maintain credibility and the trust of our stakeholder by demonstrating honesty and integrity.

Unity – We are a collection of member organizations that are passionate for our cause. Our strength comes from a united voice that is inclusive of all members

Knowledge of the Aboriginal Sport Circle

We expect that all candidates will have knowledge of the Aboriginal Sport Circle prior to being interviewed. Please feel free to visit www.aboriginalsportscircle.ca to learn more about our leading organization.

Organizational Chart



Job Summary

The Executive Director serves as chief executive officer of the Aboriginal Sport Circle (ASC) and in partnership with the ASC Board of Directors, is responsible for the success of the ASC. Together, the Board and Executive Director assure ASC's relevance to its provincial and territorial members and to the Indigenous population of Canada in general.

The Board delegates responsibility for management and day to day decision making in regard to the normal operations of the ASC. The Executive Director has the delegated authority to carry out these responsibilities in accordance with the direction and policies established by the ASC Board. The Executive Director provides advice to the ASC Board in respect to establishment of operational policies and governance functions.

Duties and Accountabilities

1. **Legal and Accountability**

- (a) The Executive Director is responsible for all reporting and other obligations under the ASC's funding agreements. Financial reports are to be prepared and delivered on time to ASC funding agencies or government departments.
- (b) The Executive Director is responsible for the filing of all legal and regulatory documents and monitors ASC's compliance with relevant laws and regulations.
- (c) The Executive Director is responsible for accounting and financial statements for all monies received by the ASC and to have interim financial statements sent to the Board at times determined by the Board.

2. **Mission, Policy and Planning**

The Executive Director:

- (a) Assists the Board in outlining and establishing ASC's organizational values, mission, vision and short and long term objectives.
- (b) Assists the Board in monitoring and evaluating ASC's relevancy to its member organizations and to the Canadian Indigenous community.
- (c) Keeps the Board fully informed, on a timely basis, of the financial condition of the ASC, all of its programming and any governmental policies that may affect its funding or programming, including any new sports programming the Government may implement.

- (d) Recommends to the Board, or its committees, trends, issues, problems and activities in order to assist the Board in policy formulation for the ASC and in developing positions on Government policies.
- (e) Keeps the Board informed of developments for not for profit organizations in respect to governance, possible philanthropic donors and fund development to pursue Board sanctioned objectives.

3. **Management and Administration of ASC**

The Executive Director shall:

- (a) Have general oversight of all ASC activities and manage ASC's day to day operations to assure a smoothly functioning efficient organization.
- (b) Maintain program quality and organizational stability through development and implementation of standards and controls, systems and procedures and regular evaluation.
- (c) Shall provide a quarterly report to the Board on all programming of ASC and a quarterly financial report on expenditures and funding balances for administration and programming.
- (d) Ensures a quality work environment and professional development for all ASC staff that retains and supports quality staff and volunteers. Creates and implements an annual evaluation procedure, approved by the Board, that motivates and improves the work of staff while giving them a fair evaluation of their work.
- (e) Works with an appointed committee of the Board in preparing and posting Job descriptions and in evaluating applications for job positions with the ASC. In accordance with Board or Committee directions, prepares employment contracts for individuals being offered positions with ASC.
- (f) Supervises and ensures that all employees of ASC are fulfilling their duties. Reports to the Board if employees are not carrying out the duties they were hired to do.
- (g) Expand revenue generating and fund raising activities to support existing programs and regional expansion, or to retire debt.
- (h) Refine all aspects of communications with members and the general public and Indigenous communities. Develop a web presence for ASC with the goal of creating a brand for ASC and its programming. Use the web to create an ASC presence for developing new relationships with members,

Indigenous communities, government and the private sector that will attract new opportunities.

- (i) Publish program results that provide proof of Indigenous sport development, the competition results of elite Indigenous athletes and results from competitive events for Indigenous athletes.
- (h) Create a record of Indigenous champions in respect to their sports events, their times, scores, or other statistics demonstrating championship performances.
- (i) Re-establish and maintain the National and Regional Tom Longboat awards, a venue for presenting the awards, a register documenting who won the awards, nationally and in each province and territory and a National Indigenous Sports Hall of Fame, on the web and in a physical location.

4. **Governance**

The Executive Director shall:

- (a) Assists the Board in fulfilling its role and accountabilities to its member organizations.
- (b) Works with the President and Executive Committee to enable the Board to fulfill its governance functions and to facilitate the work of the Board and its committees.
- (c) Assist the Board in developing long range strategic objectives that will allow the ASC to evolve in its mission.
- (d) Manage the Board's due diligence issues to assure timely attention to core issues.
- (e) Works with Executive officers and committee chairs to get the best thinking and involvement from each Board member and to stimulate each Board member to give his or her best to achieving ASC goals and objectives.

5. **Finances**

The Executive Director shall:

- (a) Ensure that ASC's management, programs and services are conducted in a cost-efficient manner, while maintaining an acceptable level of quality.
- (b) Oversee the fiscal activities of ASC including budget preparation, quarterly reports, and assisting ASC's auditor in preparing annual audits.

- (c) Assists the Board and its committees in seeking funding for any special programming.
- (d) Assists the Board in developing fund raising and sponsorship plans.
- (e) Assists the Board in developing and maintaining programming for legacy-funds received from NAIG or other events.

6. Organizational Relations

The Executive Director shall:

- (a) Facilitate the integration of ASC into the fabric of national Canadian sports bodies.
- (b) Act as an advocate, within the private and public sectors, for all issues relevant to ASC, its services and constituencies.
- (c) Receive and incorporate advice and other information from ASC Provincial and Territorial members to improve services and generate member involvement in ASC programming.
- (d) Work with legislators, government departments/agencies and other national sports bodies to promote legislative and regulatory policies that address the issues and objectives of ASC.

Salary

Salary commensurate with experience, plus a benefits package will be made available to the successful candidate

Qualifications for Candidates

A candidate for the Executive Director's position must have, as a minimum, a Bachelor's degree in business and at least 3 years of experience in a senior management position, with outstanding recommendations from their previous employer. They must have a track record of working successfully with a Board of Directors and reaching goals set by their previous employer.

The candidate, ideally should be a Canadian Indigenous person, and must share the vision and goals of the ASC. The person must be able to identify relevant information and transform that information into individual and organizational knowledge and learning for the Board and ASC staff. The person must be able to develop achievable steps toward ASC goals and objectives within the first 6 months of accepting the position of Executive Director.

The candidate must be able to anticipate problems and solve them. The candidate must be able to recognize opportunities that can assist in achieving ASC goals and objectives.

The candidate should have past success in organizational management with the ability to coach staff, manage and develop high performance teams, set and achieve objectives given by the Board and manage a budget.

The candidate should have past success at developing and marketing a brand, fund raising and the ability to engage and work cooperatively with a wide range of sponsors and stakeholders coming from different Indigenous cultures.

The candidate must have strong written, verbal and communication skills with excellent interpersonal and multidisciplinary project skills.

The candidate should be passionate about competitive sports, be idealistic, have integrity, have a positive attitude, understand and work within an Indigenous value system that emphasizes caring, sharing and respect for all people.

Application

Resumes and three references must be submitted prior to 4:00 pm. Wednesday, December 21, 2016

Please forward your application to Mrs Jymmi Kaye Demchuk email:

jkdemchuk@accesscomm.ca

Please enter ASC ED application in the subject line of your email

Steps in the Selection Process

1. Announcing Your Wish to be Considered

If you wish to be considered for this position, please forward your Resume, Cover Letter, and any other relevant application material to **Jymmi Kaye Demchuk** at **jkdemchuk@accesscomm.ca**. All of your personal information will be kept in the strictest confidence. Your completed Cover Letter and Resume will form the package of materials that will be shared with the Selection Committee.

2. Interview with Selection Committee

Once we receive the *Resumes* and *Cover Letters* of those who express interest in the position, we review same and compare the Resumes and Cover Letters against the qualifications and criteria set forth herein as well as against other candidates. We then decide which candidates we would like to interview.

We will conduct an interview of the top-rated candidates. We will only contact those candidates we wish to interview. First interviews will likely be conducted via conference call.

3. After the Interview

We will let you know as soon as possible after the interview if we will be proceeding further, and we will also ask you about your interest. If we move to this next stage with you, we will ask you to begin gathering any information that might have an impact on your final decision. Usually there are three categories:

a) Matters of Fact – These include benefits, pension plans, vacation policy, perquisites, and an approximate indication of the compensation plan. If a physical move would be required to accept the position, please learn about housing, schools, relocation assistance and any other matters of this kind that are important to you.

b) Matters of Family – If a physical move will ultimately prove unacceptable to your family members, please determine that at this stage.

c) Matters of Fit – Please list the remaining questions that you would need to have answered about the position and the organization, and pass them along to us. We will be happy to answer them for you.

The goal of gathering all of this information is to help you make an intelligent decision, as soon as possible, about the degree of your interest. *In fairness to everyone, please do not go further if you really think you are unlikely to accept the position should it be offered to you.* If you have additional questions following our initial discussion, but your interest is tentative and you are still “exploring”, please let us know. We can help you get the additional information you need.

4. Interview with the Selection Committee

If there is a desire on both our parts to proceed further, we will ask you and the other short-listed candidates to attend another interview with the Selection Committee.

5. If you are one of the Finalists – Assessment and Referencing

If you are chosen as a finalist, you will be asked to provide references, and detailed background (education, social media, criminal record, etc.) checks will also be conducted at this point. We will ask to speak with people who have known a candidate from a subordinate, peer, superior, and client perspective. We will also ask you to provide us with the necessary information and authorization to complete a detailed background check. We may conduct additional interviews. That will be determined after the first two rounds of interviews.

6. Steps Leading to an Offer

If you are selected as the final candidate, we will finalize the reference checks and if satisfied with the information received, you will be made a verbal offer of employment during which time the terms and conditions of the offer will be discussed with you.

Resume Accuracy

Occasionally resumes may contain inaccuracies or information that is untrue. Examples include the listing of degrees that have not been obtained, titles and dates of employment that are incorrect, and accomplishments that are overstated. As a result, we will be verifying the claims made in the resumes of finalist candidates. We will discontinue the candidacy of anyone whose resume contains distortions of material information.

If you notice an error in your resume after you have forwarded it to us, please contact us immediately and send us a corrected copy.