



BC Games Society
President and CEO

The President and CEO is responsible to the Board of Directors through the society's Chair and acts as the senior executive responsible for the society's management and staff leadership.

The President/CEO is:

- A leader who teaches, coaches, and mentors staff and volunteers, while living the larger picture of the importance of sport and community.
- An innovator who recognizes new initiatives and trends within the sport and wellness sectors aligning the BC Games Society's strategies to our partners.
- An ambassador who advances the society, and society's partners needs and profiles through networking, personal influence and political acumen.
- A strategist who in partnership with the Board, defines, sets and executes the vision and strategy for the society, within the framework of sustainability and fiscal responsibility.

Human Resource Management

Staff:

- develops and maintains a professional staff team in support of the objectives of the society
- creates and sustains a culture which conveys values and a professional approach to the work
- provides direction and guidance to all event managers and administrative staff, as well as various contractors and suppliers
- conducts formal annual performance reviews, and appropriate performance management follow-ups to coach and develop staff
- develops and maintains personnel policies and procedures which align with the values and vision of the society

Volunteers:

- oversees the volunteer management of the BC Winter, BC Summer and BC Seniors Games, and the operations of the Team BC program
- works in partnership with the Host Community Presidents and Vice Presidents and provides leadership and guidance to their Boards of Directors and volunteers
- ensures relevant supportive policies, systems and documentation are available to the BC Winter, BC Summer, and BC Seniors Games host societies
- provides oversight and guidance to the Team BC Chef de Mission and his/her Mission Team
- ensures relevant supportive policies, systems and documentation are available to the Team BC program
- annually negotiates the Cooperative and Service Level Agreements with the BC Seniors Games Society
- provides policy and best practice support as requested by the BC Seniors Games Society to the BC Seniors Games
- assists the BC Games Society in recruiting, involving, and evaluating Board members, and determining an appropriate succession plan for the Board

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Financial Management

- prepares and presents an annual budget that meets the directives and policies of the Board
- ensures that internal and external audit requirements are met
- employs within the approved budget, the necessary staff to fulfill the strategic vision of the Board, and meets the goals and objectives of the annual Service Plan
- establishes risk management oversights and mitigation strategies including the required insurance for Board, staff, and related volunteers
- forecasts and monitors the income and expenses of the society, and reports and addresses variances in a timely manner
- recruits and maintains corporate partners to support the financial objectives of the society
- develops and maintains the Transfer Under Agreement with the Ministry responsible for Sport
- ensures all related financial reporting is completed as per required timelines
- supports BC products and people through capital expenditures and inventory renewal
- anticipates grants, costs, and retained earnings, and plans for future needs of the society

Communications, Public Relations and Marketing

- acts as spokesperson and advocate for the mission and values of the society
- communicates, promotes and maintains the society's image and identity
- establishes and maintains positive working relationships with government officials (elected and unelected), corporate and business partners, sport sector partners, and community leaders and core volunteers
- enhances community and social development through the vehicle of sport
- maintains a current marketing and communications strategy

The term of the agreement is April 1, 2016 to March 31, 2019.