



EXECUTIVE DIRECTOR
Ringette Association of Saskatchewan Inc.

Ringette Saskatchewan is a young, dynamic organization who is responsible for the delivery of athlete-centered Ringette programming in the province. The organization is reviewing its current structure and is seeking a motivated visionary with experience in change management to help facilitate this transition and provide future organizational management.

The Executive Director of the RAS will serve as the supervising administrator of the association and will ensure that all staff and volunteers operate in accordance with the mission and objectives of the RAS. The Executive Director will work with the volunteer directors and other committee members in the fulfillment of their roles and duties and will report directly to the President. The Executive Director is a permanent, full-time staff position of the Association located in Regina.

Hours of Work: Monday to Friday (37.5 hours/week)
Must be prepared to work weekends/evenings, as necessary

Education: University degree combined with a minimum of five years of management experience. A combination of education, training and relevant experience may be considered.

Salary: Salary will be commensurate with level of experience, skills and qualifications, and subject to negotiation with successful applicant.

Specific duties and responsibilities:

Board/Membership Communication

- Communicate on an ongoing basis with the Executive Committee of the RAS, primarily the President and the VP of Finance and Administration
- Prepare reports and recommendations for the Executive, Board of Directors, committees and the general membership
- Prepare, coordinate and attend all RAS Board Meetings, the Annual General Meeting, the Planning Seminar and other committee meetings as required
- Assist in the development, implementation and evaluation of the annual and strategic plans of the RAS
- Assist the Executive Committee in the design and implementation of programs
- Prepare and circulate the annual updates to the RAS policies and procedures
- Review and maintain adequate participants insurance
- Attend Ringette Canada and Sask Sport meetings as required
- Implement effective internal and external communication systems
- Maintain a provincial registration program and database
- Oversee prompt attendance to all RAS obligations

Staff and Office

- In conjunction with the Executive Committee, complete job postings and advertisements for staff positions
- Hire support staff and determine the policies of their employment.

- Prepare employment contracts or Letter of Agreement for each employee
- Provide training and supervision for employees and perform annual, written performance evaluations on all staff
- Maintain office supplies, inventory control and computer system to ensure the efficient day- to-day operation of the RAS

Grants/Sponsorships/Fund Raising

- Prepare the RAS Annual Funding Application, Follow Up Reports and other grant applications
- Prepare proposals for the acquisition of corporate sponsors and presentation of such proposals
- Coordinate all fundraising initiatives agreed upon by the Board of Directors

Finances

- In consultation with each Executive member, prepare the annual budget for their program area
- With the VP of Finance and Administration, consolidate, oversee and maintain the annual budget
- Oversee and ensure payment of accounts receivable and payable
- Maintain a computerized accounting program and produce timely reports
- Maintain the petty cash and financial investments of the RAS
- Prepare for and ensure the annual audit is completed within 90 days of the fiscal year end

Program Support

- Work with the Vice President of Finance and Administration in the ongoing administration of the RAS
- Work with the Vice President of High Performance in the delivery and evaluation of elite program delivery
- Work with the Vice President of Competitions in the development and delivery of the Provincial Championships and attend assigned Championships
- Work with the Vice President of Marketing and Communications in the production and delivery of programs and resources concerning public relations and promotion
- Work with the Vice President of Recreation and Sport development in the coordination and delivery of the Come Try Ringette recruitment program
- Serve on the RAS Appeals Committee, Scholarship Committee and the SaskFirst Management Committee

Application Deadline: 4:00 p.m., Monday, February 12th, 2007

Submit your application to: Ringette Association of Saskatchewan
1870 Lorne St.
Regina, SK S4P 2L7
Fax: 306-780-9460
executivedirector@ringettesask.com

All applicants are thanked for their interest. Only those to be interviewed will be contacted.