



Sutton Volunteer Centre (Centre d'action bénévole de Sutton)

POSITION TITLE : Director
IMMEDIATE SUPERVISOR : Board of Directors

POSITION SUMMARY :

Under the authority of the Board of Directors, the incumbent's mandate is to manage the Sutton Volunteer Centre in light of its mission, values, vision and strategic orientations established by the Board of Directors. The Director is responsible for planning, supervising, controlling and evaluating the organization's programs and activities, and for managing human and financial resources. He/she sees to the execution of Board decisions and is accountable to the Board.

MAIN RESPONSIBILITIES :

- Plan, organize and fulfill accountability reporting.
- Responsible for the internal management of the organization :
 - General administration.
 - Staff management and support; team building.
 - Rigorous and accountable management of financial, physical and material resources.
- Promote and represent the organization to various authorities, media outlets and the communities of Sutton and Abercorn.

TASKS :

1. PLANNING, ORGANIZING AND REPORTING

- Maintain a harmonious work environment.
- Support the Secretary or the President of the Board of Directors in the preparation and follow-up of meetings of the Board of Directors and its committees, the Annual General Meeting and Special General Meetings, and participate actively in them.
- Monitor internal and external issues that have an impact on the organization, provide the Board of Directors with information on various opportunities, make recommendations on the organization's positioning in the community, and propose actions.

- Support the Board of Directors in the development of the CAB Sutton’s vision and strategic plan, as well as establish the annual priorities that will guide the organization’s actions.
- Plan, organize and direct the activities and services offered by the organization, ensuring that they contribute to the fulfillment of the mission, are consistent with the annual action plan, and meet the requirements of quality, relevance and efficiency.
- Write or revise draft policies for adoption by the Board of Directors, and prepare procedures for their implementation.
- Allocate work hours to ensure the smooth running of the organization, and ensure that advertised opening hours are respected.
- Identify the informational and material resource needs and submit them to the Board of Directors for approval.
- Set up committees deemed useful, facilitate their meetings or supervise their work.
- Report monthly to the Board of Directors on the progress of the annual action plan, and suggest corrective action where necessary.
- Prepare the activity or accountability reports required by funders and financial partners, or oversee their preparation, ensuring their accuracy and compliance.
- Oversee the drafting of the annual activity report, contribute to it with the team and present it at the Annual General Meeting.
- Prepare the Annual General Meeting in liaison with the President:
 - Meeting with accountant and external auditor.
 - Preparation of reports and documents.
 - Meeting with President and Treasurer.
- Implement Board decisions.
- Ensure compliance with policies and legislation.

2. PROMOTION OF THE ORGANIZATION AND EXTERNAL RELATIONS

- Act as the organization’s spokesperson, following the example of the Chairman of the Board.
- Promote concerted action in the community, foster synergy and establish effective partnerships with partners in the private, public and community sectors for the benefit of our clientele.
- Represent the organization to community organizations, industry groups, roundtables, municipal, regional and government bodies, businesses and the media, to enhance its visibility in the community and strengthen relationships.
- Participate in various activities and celebrations organized by or associated with CAB Sutton, as well as community events.
- Oversee communications to publicize CAB Sutton’s services and attract volunteers, notably through the Infolettre and by keeping the website and Facebook page up to date.
- Ensure that the organization’s actions meet the community’s expectations.

3. INTERNAL MANAGEMENT

General administration

- Update and monitor the action plan approved by the Board of Directors.
- Coordinate purchases of furniture, equipment, etc.
- Coordinate document management (paper and electronic) to ensure that corporate books, records and documents are up to date, easily retrievable and in compliance with legislation.
- Ensure the collection of data that can be used to compile statistics.

Personnel management

- Carry out internal and external analysis of human resources needs and make recommendations to the Board of Directors with regard to the priorities established in the strategic plan and the annual action plan.
- Draft or update human resources policies. Implement them.
- Recruit, select, hire and fire personnel in collaboration with the Board of Directors.
- Draft or update job descriptions.
- Oversee and evaluate probationary periods, and make hiring recommendations to the Board of Directors.
- Ensure the induction and integration of employees, prepare induction guides and plan mentoring and refresher training, as required.
- Define the roles,, responsibilities and priorities of each employee, supervise them, provide guidance, and offer expertise and support as needed.
- Evaluate performance and take appropriate disciplinary action, if necessary, with the approval of the Board of Directors.
- Organize periodic meetings with staff to ensure the quality of activities.
- Promote team spirit and teamwork, and maintain a harmonious work environment.
- Respond to employee's training and development needs in terms of the expertise required to achieve the strategic vision and goals.
- Participate in personal development activities by attending seminars and training courses.
- Develop a sense of belonging, notably through participative communication, fluid and efficient information flow, regular team meetings and recognition of employees' achievements.
- Be the liaison between the Board of Directors and employees.

Financial Management

- Assess financial needs, prepare annual budget forecasts and make proposals to the Board of Directors regarding the organization's financial situation and the effectiveness of its funding structure.
- Research and propose to the Board of Directors sources of funding required to support Sutton CAB projects.
- Write funding or grant applications to government, foundations or other financial partners, prepare service offers and conclude agreements.
- Administer funds in light of the approved budget, ensure budget follow-up and submit regular reports to the Board of Directors on revenues and expenses in line with budget forecasts.
- Ensure proper management of working capital and approve expenses for employees and volunteers, as delegated by the Board of Directors.
- Ensure that the organization carries out fundraising and other self-financing activities that will enable it to achieve its objectives, and design, direct and actively participate in these activities.
- Ensure the adoption and observance of sound bookkeeping and accounting procedures, with the support of the Treasurer.
- Ensure payroll preparation and remittance of source deductions, as well as preparation of various annual reports and documents in compliance with government requirements.

Management of physical and material resources

- Ensure the preservation and maintenance of the organization's buildings, facilities and equipment.
- Make recommendations to the Board for improvements and other matters.

REQUIRED QUALIFICATIONS :

- **Education :**
 - University degree in a relevant discipline in the social field or other.
- **Experience :**
 - Two year's experience in managing an organization, working with and facilitating groups or any other relevant field.
- **Knowledge :**
 - The community environment and the various Brome-Missisquoi authorities.
 - Leadership and management principles specific to a community organization.
 - Federal and provincial legislation governing community organizations.
 - Management of human, financial and material resources.
 - Computer skills : word processing and financial management software, e-mail, Internet and social media.
 - Fluency in French and English.
- **Personal qualities :**
 - Strategic vision.
 - Mobilizing leadership and team spirit.
 - Professional autonomy, proactiveness, initiative and adaptability.
 - Creativity and innovation.
 - Sense of customer service.
 - Organizational skills and ability to manage priorities.
 - Dynamism, diplomacy and interpersonal skills.
 - Ability to analyse, summarize and write.

CONDITIONS :

- **Job Type :**
 - Permanent position, 32 hours per week.
- **Work schedule:**
 - Daytime schedule, but may be required to work evenings, weekends and overtime, in order to participate in or represent the organization at various activities.
 - Some travel required, mainly in the Brome-Missisquoi territory.
- **Compensation:**
 - According to current salary policy.