



CYCLING CANADA

JOB DESCRIPTION

Chief Executive Officer / Secretary General

A. General Description

Cycling Canada pursues world-class results by leading high performance programs and enabling the development of athletes and the sport of cycling. In order to achieve its mission and vision Cycling Canada must focus on the following Strategic Imperatives:

Resources:

Increase and diversify discretionary funding to achieve our strategic goals

Organization Capacity:

Ensure that the organization has the skills, expertise and infrastructure to achieve strategic goals.

Development:

Consolidate and strengthen the national structure enabling coordinated initiation and progressive development of cyclists.

Performance:

Enhance and expand the system of professional-quality support for Canada's competitive cyclists.

Profile:

Inspire Canadians to become a nation of cyclists

Reporting to the Association's Board of Directors, the Chief Executive Officer/Secretary General is responsible to ensure that the operations of the association are aligned and managed in support of the strategic imperatives listed above.

This position is based at the national office in Ottawa, Ontario.

B. Organizational Scope

Cycling Canada (CC) is an exciting top tier Olympic and professional sport. CC is the recognized authority by the UCI (Union Cycliste International) on all aspects of cycling in Canada, including BMX, Cyclocross, Mountain Bike, Para-Cycling, Road and Track.

CC receives financial contributions from the federal government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. CC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

The CEO/Secretary General has sufficient authority to take measures that are necessary in the daily operation of the association's operations and programs within the bounds of approved policy and the annual operating budget for the association as approved by the Board of Directors.

C. Reporting Structure

The CEO/Secretary General reports to the Board of Directors in the overall structure and works with the President on an ongoing basis to ensure the Board's decisions and policies are properly implemented.

D. Responsibilities

The CEO/Secretary General is key to moving Cycling Canada forward by maintaining a strong high performance program to achieve consistent world-class results and by increasing and diversifying funding sources.

Leadership & Management:

- Guide, support, and motivate the collaborative work of staff and volunteer committees in setting and accomplishing objectives using systematic short and long term planning methods.
- Provide leadership to the day-to-day operations of the national office.
- Establish and nurture constructive relationships with provincial/territorial cycling organizations, professional and amateur cycling teams, event organizers and external organizations such as Sport Canada, the Canadian Olympic Committee (COC), the International Cycling Union (UCI) and other national sport and cycling organizations.
- Participate with the Board in developing mission and vision statements and a strategic plan to guide the organization
- Identify, assess, and inform the Board of internal and external issues that affect the organization
- Act as a professional advisor to the Board on all aspects of the organization's activities
- Foster effective team work between the Board and the CEO and between the CEO and staff
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Responsible for the administration of all the organization's policies

Operational planning:

- Develop an annual operational plan that incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that the organization operates within the strategic, business and ethical guidelines, standards and expectations of its Members, Board, sponsors and funders.
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval by the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Provide support to the Board by liaising with the Chair to prepare meeting agenda and appropriate supporting materials.
- Ensure compliance with all applicable laws and regulations.

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and vision and reflect the priorities of the Board.

Human resources planning and management:

- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Determine staffing requirements for organizational management and program delivery.
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission and vision.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided.
- Implement a performance management process for all staff that includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedure.

Financial planning and management:

- Work with staff and the Board to prepare a comprehensive budget.
- Work with the Board to secure adequate funding for the operation of the organization.
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

Funds Development:

- Oversee, support and expand programs by maintaining and generating revenue.
- In collaboration with the Director of Marketing:
 - Oversee the development and implementation of marketing strategies that position the association effectively.
 - Liaise with potential donors and funding partners guided by plans developed to increase discretionary funding.
 - Support sponsorship and marketing plans, ensuring that CC is delivering on its commitments to sponsors and suppliers.
 - Maintain and communicate with the Board of Directors calendars of deliverables, contract renewals and termination dates to sponsors and suppliers.

- Identify and communicate sponsorship and other partnership opportunities that may benefit the organization.

Risk management:

- On an ongoing basis, work with the Board to identify, evaluate and mitigate strategic and operational risks to the organization and its stakeholders.
- Manage the organization's risk registry and semi-annual reporting to the Board.

E. Travel

The CEO / Secretary General will be required to travel and represent CC both in Canada and internationally.

D. Qualifications

The Chief Executive Officer / Secretary General should have proven leadership and relationship management experience. Concrete demonstrable experience and other qualifications include:

Education:

- Bachelor degree, ideally with a Master's in Sport Management, Business Administration or related advanced degree; or equivalent combination of education and experience.

Experience:

- Minimum seven (7) years of progressively responsible experience preferably within the sport system at provincial, national and international level.
- Three (3) years of experience at a senior management level.
- Experience in engaging and maintaining positive working relationships with a broad ranges of stakeholders, such as provincial sport organizations, funders, sponsors.
- Experience in leading a strategic planning process.
- Experience in people management skills with experience leading, coaching and mentoring staff.

Knowledge & Skills:

- Ability to influence or persuade others to gain acceptance or agreement of ideas and approaches.
 - Strong interpersonal and leadership skills.
- Strong management and business development skills.
- Ability to formulate strategies and policies, and create new approaches.
- Ability to prepare and manage budgets, analyse financial records and prepare reports.
- Personal commitment to organizational excellence; displays honesty, integrity, and a strong sense of ethics in all decision and actions.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to getting results.
- Strong business writing and verbal communication skills in English necessary and in French an asset.