

# Job Description for the Executive Director of the Forest Enhancement Society of BC

## Scope

Reporting to the Board of Directors, the Executive Director (“ED”) provides the strategic vision, planning and operational leadership to ensure that the Forest Enhancement Society of BC, a not-for-profit organization registered under the Societies Act, (the “Society”) achieves its objectives in a way that is cost effective and provides measurable benefits to British Columbia’s forests for the benefit of all British Columbians.

The ED has a wide range of responsibilities and accountabilities that contribute to the overall achievement of the Society’s objectives. The incumbent provides efficient and effective operations of the Society, overseeing its interaction with external stakeholders and provides leadership to, and management of, employees and external contractors. Utilizing strategic and technical skills, the incumbent has authority and responsibility for providing leadership through performance-based management principles.

This position requires a high level of understanding and sensitivity to political, environmental and public policy, and First Nations issues relating to forest practices in British Columbia. Operating within an environment of conflicting political and stakeholder influence at times, the ED ensures that operations and both external communications and stakeholder engagement initiatives meet sound practice standards while building productive relationships to the benefit of the Society.

The ED is responsible for developing and effectively implementing the vision for the Society, ensuring the appropriate program design and support mechanisms are in place. Providing vision, energy, and commitment to championing the Society, the ED will grow and steward the Society’s resources to advance the environmental and resource stewardship of British Columbia’s forests.

## Responsibilities

### Board of Directors:

The ED is responsible for ensuring that the Board of Directors has all the information necessary to properly exercise its responsibilities and governance oversight for the Society. The ED reports to the Board on a timely basis, on all relevant information regarding the Society’s operations, and develops and presents alternatives and recommends courses of action to the Board for its consideration.

### Community and Stakeholder Relations:

The ED is responsible for establishing and maintaining positive and productive relationships with the media, industry and industry representatives, funding recipients, government organizations, First Nations, and communities. In this capacity, the ED serves as primary spokesperson for the organization and promotes collaborative cooperation toward advancing the objectives of the Society. The ED is

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expected to exercise influence and persuasion in the face of divergent objectives and may be called upon to manage the implications of decisions.

### **Strategic and Operational Planning:**

In collaboration with the Forest Enhancement Society of BC (FESBC) operations team and appropriate stakeholders, the ED formulates and recommends to the Board of Directors the annual operating plan. In accordance with BC Government guidelines, the plan identifies priority issues the Society will focus on and the role FESBC will play in meeting those needs. The plan also identifies issues that must be addressed in order to realize the future vision and sets short, medium and long-term objectives and strategies. The ED presents operating and capital expenditure budgets to the Board for approval and has overall accountability for achieving the Board's objectives.

### **Corporate Organization:**

The ED develops and maintains an effective and innovative lean organizational structure based on achieving performance objectives that reflect the objectives of the Society. The ED prescribes the authority and delegated responsibilities to their staff and develops an annual list of performance objectives.

In addition to running an effective and efficient organization, the ED is expected to proactively address emerging issues that impact the future direction of the Society.

### **Corporate Policy:**

The ED ensures the development of, and adherence to, operating policies, systems and practices that meet government-wide standards in order for the Society to achieve its objectives while maintaining accountability to the taxpayers of British Columbia. This includes responsibility to ensure legal and contractual reporting responsibilities are met and, where appropriate, provide information and data as required.

### **Financial Management:**

The ED develops an annual budget prepared in the context of the Society's strategic plan for recommendation to the Board of Directors.

The ED ensures the efficient utilization of financial resources within established policies of the Society, making appropriate and timely financial and management decisions. The incumbent is responsible for ensuring the use of an effective financial performance measurement system, proper internal audits, financial management, record-keeping, and administrative systems to ensure efficient utilization of the Society's financial resources within the objectives, policies, plans, and budgets established by the Board.

### **Fund Raising:**

The ED continually looks for additional sources of funding for projects and programs that advance the objectives of the Society. The incumbent will look for ways to leverage existing dollars to achieve additional results on the land-base.

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### **Leadership of Human Resources:**

The ED is responsible for managing the Society's compensation plan. The incumbent leads staff in their achievement of business objectives with integrity, fairness, and transparency. Providing strong and effective leadership to all employees, the incumbent creates an environment which attracts and retains appropriate talents. Providing leadership to a small group of staff, the ED ensures that the Society's workplace is safe and that all staff are motivated, guided, and directed to contribute fully to realizing the Society's objectives.

### **Resource Acquisition, Allocation, and Utilization:**

The ED is responsible for the acquisition and most effective allocation of the organization's fiscal and physical resources. The incumbent ensures that control, monitoring, and performance standards and mechanisms are in place, relative to the utilization of all corporate resources.

### **Operations:**

The ED identifies opportunities and proposes new methods of improving existing operations with a focus on delivering cost effective projects that advance the objectives and purposes of the Society.

### **Business and Economic Environment:**

The ED is well informed of the business and economic climate in which the Society and its stakeholders operate. The incumbent prepares the Society to meet the challenges presented by new trends and development by their strong understanding of how industry and government work.

### **Communications and Engagement:**

The ED ensures the effective communication of the Society's strategies, objectives, and performances to create a positive Society profile, as well as effective engagement activities to pull information from stakeholders, providing opportunities to listen and learn. The incumbent develops and maintains positive and productive relationships with high-level stakeholders and acts as the Society spokesperson on all things operational. The incumbent has an understanding and will acknowledge First Nations' perspectives on rights and titles.