

Request for Expression of Interest- CTAA Executive Director

As presented at the November CTAA Conference, the Board of Directors are inviting Expressions of Interest (EOI) for the position of Executive Director.

This position is crucial to both the management and growth of the association. This is not solely succession of the current Secretary – Treasurer position, but an investment by the association to the evolution of the CTAA.

This is a part-time, 0.5 position (approximately 1,040 hours per annum) serving the membership as Executive Director of the Association. The successful candidate will work remotely, with in person attendance at a minimum of the Mid-Year Board Meeting as well as the annual conference.

This is a contract position, therefore the successful candidate will provide their own PC, telephone, email and office space.

Appendix A describes the duties expected of the successful applicant.

The schedule for candidate selection is as follows:

1. Submission of Expression of Interest by Applicants – April 19, 2024
2. Provision of application package to Applicants – April 26, 2024
3. Selection and Notification of Selected Applicant – May 15, 2024

Succession for the Executive Director Position will occur over 1 year, approximately June 1, 2024 – June 1, 2025. The existing Secretary – Treasurer will play a key, front line role in training, coaching and mentoring the successful candidate. A documented transition plan will be provided immediately following candidate selection.

Applicants are asked to provide, via email to richard.hart@parkpaving.com, their interest in this position, by 5pm MST on April 19, 2024.

Appendix A – Executive Director Job Description

Job Description - CTAA Executive Director

Status: 0.5 (50%) time. 1040 hours per annum.

Reports to: President

Positional Summary

The Executive Director is responsible for the overall management and operations of the organization according to strategic direction and policies set by the Board of Directors.

Key Responsibilities

The Board of Directors delegates responsibility and authority for management functions to the Executive Director to act on the Board's behalf as the employer to:

- Manage and make decisions on the day-to-day operations for the association
- Board Governance
 - Support the Board of Directors through open and frequent communication. Provide the Board all information necessary to function properly and make informed decisions. This position will provide biweekly updates to the President, either written or verbal, as well as facilitate a monthly update with the Executive.
 - Assist and advise the Board on compliance requirements and operating the organization according to Federal and Provincial legislation as well as the CTAA Operations Manual.
 - Organize, plan, create and distribute agendas for Board Meetings
 - Initiate committee & executive meetings according to agreed schedule
 - Establish voting forms for positional elections. Compile election results and notify candidates.
- Work with Committee Chairs to accomplish:
 - Membership Management
 - Ensure that the Association serves the needs and provides maximum value to the membership
 - Administrate sign on of new members, renewal of existing members, etc.
 - Develop and implement member recruiting strategy to increase base membership
 - Regular correspondence with membership, including the newsletter. This position is responsible for answering any and all inquiries and correspondence with members.
 - Organization marketing and promotion
 - Administrate and update website

- Administrate and update social media platforms including Twitter, Facebook, Instagram and LinkedIn
 - Develop and implement strategies to increase reciprocal exposure of the organization to other similar organizations (i.e. TAC, NAPA, etc.)
 - Prepare regular membership newsletters.
- Monitor and report on financial performance of the organization
 - Serve as signing officer of the organization
 - Ensure timely payments of all Accounts Payable
 - Author budgets, income and expense statements for review and approval of Board of Directors
 - Work with auditor to ensure timely preparation of all financial statements and tax returns
 - Set up contract, update processes, provide office records.
 - Bookkeeper provides accounts and balance sheet.
 - Establish a financial advisement committee consisting of Board Members to ensure maximizing return from investment funds.
 - Provide financial records & meeting minutes to lawyer.
- Fundraising
 - Develop and implement strategies to increase sustaining members
- Organization of annual conference
 - In collaboration with the LAC, plan and execute annual November conference
 - Set up conference app.
 - LAC solicits sponsorship, authors budget, plans meals, plans guest program, speaker gifts and delegate packages. They also solicit and execute hotel contract as well as provide volunteers for the registration desk, arrange and print required sponsor recognition signage as well as prepare and present sponsor graphics (on screen).
 - Executive director responsible to collaborate with LAC regarding sponsorship, manages registrations online as well as sets up technical program on conference app. Also responsible to work together with Editor on papers to capture title edits, author changes, etc. Similarly liaises with 1st VP on session moderators and author abstracts.
 - At the conference, provides LAC with direction and assistance with delegate registration and check in.
 - Responsible to track event registration and create name tags.
 - Author a Call for Papers notice.
 - Compile paper abstract submissions and provide to the Technical Program Chair.
 - Provides assistance and direction to President for Board meetings, AGM and Awards Luncheon.
 - Prepare plaques and certificates for awards.
 - Generate membership lists for Conference Proceedings.
- Ensure policies, procedures and association bylaws are current, reviewed and edited regularly, with input from the Board of Directors.
- Maintain a “Head Office” for the organization
 - Maintain files
 - Maintain digital Technical Paper index.

- Strategic Planning
 - Work with BOD regarding the setting of annual and longer term strategic goals
 - i.e. webinars, etc.
 - become financially self sufficient so that we can reduce membership dues, thereby increasing membership.

Qualifications:

- Must be able to work independently, in a remote scenario.
- Must be able to think strategically, set priorities and plans to achieve goals
- Must be able to communicate effectively, both written and oral
- High level of proficiency in Microsoft Office programs, particularly Word, Excel and PowerPoint
- Competent generating and posting social media content
- Ability to edit and update a website
- Analytical skills related to budgeting and organizational financial management

Compensation:

Compensation will be determined based on applicant qualifications and experience. A commitment of a minimum of 3 years is required and will be reviewed annually.