

## **CAUBO EXECUTIVE DIRECTOR**

### **Proposed Job Description**

#### **Summary:**

The Executive Director of CAUBO is the Chief Executive Officer of the Association and chief liaison between the Association and its members and volunteers. The Executive Director provides leadership and strategic direction to ensure that the Association delivers high quality services and products that are directly aligned with the needs of university administrators as represented by eight (8) national committees (facilities management, financial management, human resources management, environmental health and safety, internal audit, national procurement, investment and treasury, and taxes).

Through collaboration with individual university administrators, and regional, national, and international university associations, the Executive Director stays abreast of and takes appropriate and timely action relative to the following: 1) emerging areas of legislation or standards that might impact on university administration; 2) emerging areas of concern or priority; and 3) emerging management practices of interest or application to university administration. In response to these areas of concern or interest, services may include publications, guides, advocacy and analytical support for advocacy, training and development, networking opportunities, and sharing of information or best practices.

The Executive Director is supported by an Associate Director who is a professional in association and event management and who oversees CAUBO's day-to-day operations. The Executive Director is also supported by analytical and other specialized staff as well as volunteers.

In addition to responding to the needs of university administrators, the Executive Director has an oversight role as pertains to the Faculty Bargaining Service (FBS) which is shared with the FBS Management Committee Chair and the CAUBO Board.

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Specifically, the Executive Director:

- 1) Leads the strategic planning exercise, including the completion of annual review and update. Ensures that the process is appropriate, involves the Board, and allows for adequate consultation.
- 2) Is responsible for the quality of the content delivered by CAUBO. Ascertains that all communications/content has been reviewed by the appropriate knowledge experts in the field and that the communication is appropriate for the particular audience.
- 3) Liaises and collaborates with each national committee, although direct support for each committee may be delegated. Apprises committee members of their responsibilities and supports them in the identification and development of initiatives that add value to the institutions (e.g. advocacy, benchmarking, training, etc). Where appropriate, and as approved by the Board, provides committees with additional resources to carry out approved initiatives.
- 4) Works closely with as many university administrators as possible in order to obtain feedback, nurture potential volunteers, and identify best practices. Promotes the sharing of best practices and networking through initiatives such as the Quality and Productivity Awards Program.
- 5) Develops and maintains good working relations with international/US associations to facilitate the exchange of information, sharing of resources and the identification of possible speakers where useful and appropriate.
- 6) Manages and coordinates the preparation of the annual editorial plan for the University Manager magazine ensuring that the topics are timely and relevant and that leads are provided relative to possible universities and individuals highlighted in the articles. Reviews and approves all feature articles and columns.
- 7) Ensures that services are available in French and English wherever feasible, including good quality translation services.
- 8) Leads the development of the educational program for the Annual CAUBO Conference/Pre-conference seminars prepared in collaboration with the national committees and the host university.
- 9) Is accountable to the Board for the sound financial management of the association, including the Faculty Bargaining Service.

- 10) Works closely with the Associate Director to ensure effective administrative services, technological support, committee logistical support, management of member databases, and event management, and in ensuring the alignment of service expectations with available resources (i.e. human and financial).
- 11) Contributes to the development and management of the hiring process for the FBS Project Director. Takes a leadership role if necessary.
- 12) Participates as an ex-officio member of the Canadian University Reciprocal Insurance Exchange (i.e. CURIE).

**Qualities and Competencies sought of potential candidates:**

Demonstrated leadership and progressive thinking

Compelling communication and interpersonal skills

Extensive knowledge of the university sector at a senior level

Strong member-service focus

Demonstrated performance-based management style

Resourcefulness

Perseverance

University degree

Bilingualism an asset