

Job Title:	Executive Director	Job Category:	Management
Department/Group:	ACPA	Job Code/ Req#:	n/a
Location:	Edmonton, Alberta	Travel Required:	Yes
Level/Salary Range:	12 month contract with opportunity for extension (up to 20 hrs. per week)	Position Type:	Part-time
		Date Posted:	February 25, 2022
Will Train Applicant(s):	Yes	Posting Expires:	March 31, 2022
External Posting URL:	Indeed.ca, LinkedIn, RegulatoryJobs.ca, CNAR		
Internal Posting URL:	www.pchem.ca		
Applications Accepted By:			
EMAIL: ACPAOffice@pchem.ca			
Subject Line: ACPA Executive Director Position			
Job Description			
<p>The Association of the Chemical Profession of Alberta is currently seeking motivated candidates for a part time Executive Director.</p> <p>The ACPA is a provincially self-regulated body that registers Professional Chemists within the Province of Alberta. Governed by the Board of Directors, the ACPA also supports and promotes the safe practice of chemistry within its members and the general public.</p> <p>Reporting to the Board of Directors, the Executive Director will fulfill a leadership role in the organization by executing the strategic plan, coordinating with committees, overseeing the management company that administers the organization. The Executive Director will also have a key role in ensuring the financial health and long term viability of the organization facilitating strategic, operational planning and supporting effective governance.</p>			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none">• Reports directly to the Board of Directors;• Represents ACPA in regulatory, legislative and with other professional organizations both nationally and provincially;• Improve and maintain existing ACPA, ACPA committee, and Board of Director policies and procedures;• Develop new ACPA, ACPA committee, and Board of Directors policies and procedures;• Oversee and support the chairs of various committees of the ACPA, as required by the Board of Directors;• Provide advice to the Board of Directors regarding emerging issues that could affect the business of the ACPA;• Remain current on emerging issues within the field of chemistry through contacts with other relevant groups, such as associations, committees, societies, industry, and educational institutes;• Provide monthly updates to the Board of Directors on any emerging issues at monthly Board meetings;• Provide input to the Treasurer and the Board of Directors regarding the development of annual budgets;			

- Be the spokesperson for the ACPA;
- Enhance communication among and within the Board of Directors, ManageWise and the ACPA membership;
- Administer seminars, workshops, ACPA sponsored events, short courses, annual general meetings, and board meetings with the goal of providing consistent and organized delivery of such events;
- Perform or assist with tasks arising from the Board of Directors or committee meetings from time to time;
- Present at the monthly Board of Directors meetings the outcomes from various ACPA initiatives such as scholarships given to students, member engagement, outreach activities, course attendance, and other information as appropriate.

OUR IDEAL CANDIDATE

- Five or more years senior non-profit leadership experience;
- Experience and skill in working with a Board of Directors and a strong understanding of good governance practices;
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board and members;
- Proven history of strong business acumen, with strong financial management skills, including budget preparation, analysis, decision making and reporting;
- A history of successfully generating new revenue streams and improving financial results;
- Ability to effectively communicate the organization's mission to members, volunteers and the overall community;
- Previous success in establishing relationships with individuals and organizations of influence including members, partner agencies and volunteers;
- Solid organizational abilities, including planning, delegating, program development and task facilitation;
- Strong work ethic with a high degree of energy;
- Proficient in Microsoft Office software (including Word, Excel, PowerPoint, Outlook, etc.).

PREFERRED SKILLS

- Knowledgeable of acts, regulations, and codes which are applicable to the ACPA;
- Knowledgeable of current Chemistry related issues facing Albertans;
- Fluent in English and capable of speaking in public and addressing the public on issues facing members of the ACPA.

OUR WORK ENVIRONMENT

- Flexibility with time is essential as attendance at meetings/events will be required after normal business hours;
- Independently motivated requiring minimal supervision.

ADDITIONAL NOTES

- Location for the position is based in Edmonton, Alberta;
- Final candidate will be dependent on a successful background check.

Reviewed By:	Succession Planning Committee	Date:	02/16/2022
Approved By:	Shane Harnish, Committee Chair	Date:	02/16/2022
Last Updated By:	Shane Harnish	Date/Time:	02/16/2022