

Alberta Bicycle Association

Job Posting

Position: Executive Director

Reporting: The **Executive Director** will report through the ABA President to the Board of Directors.

Duties and Responsibilities of this position include:

1. **Policy Management**
The Executive Director participates in moving the organization towards its mission through policy management. The Executive Director administers policy management by:
 - Administering day-to-day operations of the organization
 - Directing the implementation of policy
 - Preparing procedure statements for board policies
 - Assisting the President to coordinate board meetings
 - Supporting the Board and standing Committees

2. **Program Management**
The Executive Director contributes to defining and setting the organization's rate of progress towards its mission through program management. The Executive Director administers program management by:
 - Advising ABA Committees
 - Implementing programs and services which reflect the board's priorities
 - Supervising the implementation of the ABA's programs and services
 - Conducting evaluations of programs and services

3. **Financial Management**
The Executive Director assists the Board and its Committees to maintain continuity through financial management of the organization. The Executive Director administers financial management by:
 - Maintaining sound bookkeeping procedures
 - Preparing quarterly statements of expenditures and revenues
 - Administering the funds of the organization according to the approved budget.
 - Advising the VP Administration

4. **Personnel Management**
The Executive Director assists the board and its committees to maintain the ABA's continuity through personnel management. The Executive Director administers personnel management by:
 - Interpreting board policy decisions to staff
 - Hiring, supervising, evaluating and releasing staff
 - Training and motivating staff
 - Supervising the recruitment, selection, orientation, and training of service volunteers

5. **Events Coordination**
 - The Executive Director attends events on behalf of the Association, working as a liaison between organizers, officials, and participants.
 - Coordination of provincial Mountain Bike racing

The **Executive Director** will work closely with ABA Committees, and other ABA staff, in the execution of his/her duties.

Hours of Work: This is a one year position, starting mid-June 2006. Usual hours of work will be 8:30am-4:30pm weekdays however some weekend and evening work will be required. This position is based in Edmonton, AB.

Remuneration: \$2,850-3,450/month depending on previous experience.

Application Deadline: Applications must be submitted by email to shauna@albertabicycle.ab.ca by 4pm, Monday May 15th. Only successful candidates will be contacted.