



# Executive Director Duties & Responsibilities

The Executive Director is responsible for all day to day aspects of the Judo BC organization. They work closely with the Provincial Coach and committee heads to ensure that the membership and sponsors of Judo BC are well informed, organized and kept up to date for all events taking place. The Executive Director is the face and voice of Judo BC for enquiries and communication with the public. They are also responsible for the organization and finances throughout the year. The position reports directly to the President.

## **Position Responsibilities**

### A. Management

1. Work with the Executive to ensure the organization has a long-range strategy which achieves its mission and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Executive & Committees, and carry out plans and policies authorized by the Executive.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Ensure that an annual plan and budget are prepared for and presented to the board of directors for approval. Ensure the budget is adhered to.
5. Prepare and present a quarterly report for the Executive which reflect issues, opportunities, and priorities.
6. Help prepare a fundraising plan and oversee fundraising efforts in collaboration with the volunteer executive

### B. Marketing & Communication:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Establish sound working relationships and cooperative arrangements with community groups, clubs and other Provincial & National organizations.
3. Responds to inquiries from the public, members, government and outside bodies.
4. Represents the Association at multi-sport meetings, government meetings and to the media.
5. Liaise with the national office as required for registration.
6. Prepare press releases for distribution to media outlets and websites.
7. Actively seeks sponsorship and marketing opportunities for the Association.
8. Produces and edits the Association publications.
9. Assists the Executive in addressing concerns and complaints by members.

C. Financial and Membership Record Management:

1. Keeps the books of the Association.
2. Completes financial reports and budgets as directed by the Treasurer.
3. Assists committees with preparation of budgets.
4. Financial administration including banking, recording of income and expenditures and preparation of financial statements for auditors.
5. Preparation and completion of applications and reporting for grants, financial assistance and gaming funds.
6. Ensures that membership records are kept up-to-date.
7. Sanctions events and keeps records of sanctioned events.

D. Administrative

1. General administration (including answering phones, e-mail, mail, correspondence, filing, maintaining office)
2. Annual General Meeting preparation
3. Overseeing membership data entry and issuing of membership cards
4. Assisting NCCP, Grading, Technical and Referee Committees in their operations and administration
5. Work with Provincial Head Coach for the administration of the Provincial Team
6. Collation and publication of a quarterly newsletter (Judo BC Digest)
7. Completion of reporting as required by outside programs and government agencies
8. Provide administrative support to the President

E. Other Areas:

1. Attendance at and preparation of documentation for meetings of the Association.
2. Attends other committee meetings as required.
3. Assists with the travel arrangements of team and committee members.
4. Oversees special events of the Association, such as Judo Awareness Week and Annual Awards.