



## **BC Games Society President and CEO**

**Updated December 2022**

The President and CEO is responsible to the Board of Directors through the society's Chair and acts as the senior executive responsible for the society's management and staff leadership.

### **The President/CEO is:**

- A leader who teaches, coaches, and mentors staff and volunteers, while living the larger picture of the importance of sport and community.
- An innovator who recognizes new initiatives and trends within the sport and wellness sectors aligning the BC Games Society's strategies to our partners.
- An ambassador who advances the society, and society's partners needs and profiles through networking, personal influence and political acumen.
- A strategist who in partnership with the Board, defines, sets and executes the vision and strategy for the society, within the framework of sustainability and fiscal responsibility.

## **Human Resource Management**

### **Staff:**

- develops and maintains a professional staff team in support of the objectives of the society
- creates and sustains a culture which conveys values and a professional approach to the work
- provides direction and guidance to all event managers and administrative staff, as well as various contractors and suppliers
- conducts formal annual performance reviews, and appropriate performance management follow-ups to coach and develop staff
- develops and maintains personnel policies and procedures which align with the values and vision of the society

### **Volunteers:**

- oversees the volunteer management of the BC Winter, BC Summer and BC Seniors Games, and the operations of the Team BC program
- works in partnership with the Host Community Presidents and Vice Presidents and provides leadership and guidance to their Boards of Directors and volunteers
- ensures relevant supportive policies, systems and documentation are available to the BC Winter, BC Summer, and BC Seniors Games host societies
- provides oversight and guidance to the Team BC Chef de Mission and his/her Mission Team
- ensures relevant supportive policies, systems and documentation are available to the Team BC program
- annually negotiates the Cooperative and Service Level Agreements with the BC Seniors Games Society
- provides policy and best practice support as requested by the BC Seniors Games Society to the BC Seniors Games
- assists the BC Games Society in recruiting, involving, and evaluating Board members, and determining an appropriate succession plan for the Board

## **Financial Management**

- prepares and presents an annual budget that meets the directives and policies of the Board
- ensures that internal and external audit requirements are met
- employs within the approved budget, the necessary staff to fulfill the strategic vision of the Board, and meets the goals and objectives of the annual Service Plan
- establishes risk management oversights and mitigation strategies including the required insurance for Board, staff, and related volunteers
- forecasts and monitors the income and expenses of the society, and reports and addresses variances in a timely manner
- recruits and maintains corporate partners to support the financial objectives of the society
- develops and maintains the Cost Shared Agreement with the Ministry responsible for Sport
- ensures all related financial reporting is completed as per required timelines
- supports BC products and people through capital expenditures and inventory renewal
- anticipates grants, costs, and retained earnings, and plans for future needs of the society

## **Communications, Public Relations and Marketing**

- acts as spokesperson and advocate for the mission and values of the society
- communicates, promotes and maintains the society's image and identity
- establishes and maintains positive working relationships with government officials (elected and unelected), corporate and business partners, sport sector partners, and community leaders and core volunteers
- enhances community and social development through the vehicle of sport
- maintains a current marketing and communications strategy