



JOB DESCRIPTION Chief Executive Officer

1.0 DESCRIPTION

- 1.1 ORGANIZATION:** Triathlon Canada
- 1.2 TITLE:** Chief Executive Officer
- 1.3 JOB CATEGORY & NATURE OF POSITION:**

The Chief Executive Officer (CEO) will have overall leadership and management responsibility for the efficient running of the Organization. This will entail overseeing the effective delivery of Triathlon Canada's programming and implementation of its policies either directly or indirectly through Senior Staff Management and Coordinator roles for the department areas detailed in Triathlon Canada's organization chart. In addition, the role will have executive responsibility to support and oversee other staff support to the Chairs of Board Committees, the Board of Directors and the President. The CEO will also act as the Organization's primary Lead, or oversee the delegation of such responsibilities, with external organizations, para-government agencies and other stakeholders of Triathlon Canada

- 1.4 REPORTING TO:** The Board through the President

2.0 GOAL AND GENERAL RESPONSIBILITIES (Key Responsibility Areas)

2.1 GOAL

To achieve success as a National Sport Organization as defined in Triathlon Canada's Mission Statement and Strategic Plan. This success will be achieved by creating and implementing new program development and managing existing programs in all areas of the Organization. While there are many stakeholders in the Organization such as directors, coaches, officials, Provincial Triathlon Governing Bodies, sponsors and other outside agencies, athlete success at all levels will be the primary goal upon which success will be measured as quantified in the Strategic Plan.

2.2 GENERAL RESPONSIBILITY

The CEO role will have the necessary authority, as delegated by the Organization's Board of Directors, to execute his/her general responsibilities. Such authority will be the primary tool in exercising management decisions that will result in the effective and

efficient running of Triathlon Canada in pursuit of its goals and objectives. In exercising the general responsibilities of this office the CEO will be required to travel in and outside Canada. While not limited to, the following are some of the Key Responsibility Areas:

Key Responsibility Areas

A. Long Term Athlete Development

- (1) ***Oversee the development and implementation*** of the Long Term Athlete Development Model that reflects a commitment to developing all athletes of any group,
- (2) ***Examine and make recommendations*** to the Board regarding the needs of athletes across Canada in accordance with its Long Term Athlete Development model,
- (3) ***Oversee the development and implementation*** of the Coaching Development Model and its integrated National Coach Certification Program (NCCP) as one of the primary tools in support of the Athlete Development Model,
- (4) ***Oversee the development and implementation*** of the Technical Officials Development Model and its integrated Certification Program, and the Events Development Program in support of the Athlete Development Model,
- (5) ***Monitor and evaluate*** application of athlete programming and technical officials and coaching practices to ensure safe training and competition environments for all participants and volunteers, and
- (6) ***Monitor programs and services*** to ensure consistency with criteria established by funding partners and the mission and goals of the Organization.

B. Organizational Governance

- (1) ***Provide guidance*** to the Organization's Board of Directors on process issues such as establishing and interpreting Terms of Reference, constitutional bylaws, risk management guidelines, decision making and accountability in consultation with the President of the Organization,
- (2) ***Ensure compliance*** to the Organization's bylaws, policy and procedures, operational risk management guidelines and advise the board on the necessity of new and/or revised policies, procedures and guidelines,
- (3) ***Assist the Board in administering*** its policies & bylaws for the election of Directors, Executive Officers and Committee Chairs in consultation with the President of the Organization, and

- (4) ***Ensure that conflicts of interest*** are properly declared and that appropriate openness/transparency is practiced throughout the Organization in its dealings with individuals and the Board.

C. Management of Organizational Resources

(1) **Human**

- i. ***Supervise and manage*** the Organization's human resources in a manner consistent with good human resource practice and fairness,
- ii. ***Create and maintain*** Personnel Policy and Procedures to monitor administer employee performance, salary, vacation, sick leave and other benefits, and
- iii. ***Oversee the creation and maintenance*** of appropriate job descriptions for all national office staff positions and coaches and evaluate performances annually.

(2) **Financial**

- i. ***Oversee the preparation of or prepare*** annual applications for financial assistance and operating reports to all funding agencies,
- ii. ***Responsible for the development*** of marketing programs to generate discretionary revenue and non discretionary sport agency revenue in accordance with the Organization's goals and strategic/business plan,
- iii. ***Manage the good stewardship*** of the Organization's financial resources and assets. Produce annual budgets in consultation with the Treasurer of the Organization, and
- iv. ***Ensure regular reporting*** of accurate financial reports detailing actual results versus budget to the Treasurer and the Board at least quarterly or as directed.

(3) **Planning**

- i. ***Provide advice and assist the Board in developing*** its multi-year Strategic Plan that will achieve the Organization's mission statement,
- ii. ***Develop and implement*** an annual organization wide business plan which will outline the specific and quantifiable goals that will result in the Organization achieving its Strategic Plan, and
- iii. ***Oversee the preparation*** of department operational plans that will feed into the annual business plan.
- iv. ***Provide quarterly reports to the Board of Directors on progress to plan.***

D. External Partnerships and Relationships

- (1) ***Work collaboratively*** with the Provincial Governing Bodies with regard to delivery of national programs in and from their respective provinces.
- (2) ***Act as Triathlon Canada's representative*** or oversee the delegation of representation of senior staff and directors to external stakeholder organizations such as Sport Canada, Coaching Association of Canada, Own the Podium, other National Governing Bodies, Commonwealth Games Canada, Canadian Olympic Committee, PATCO and the International Triathlon Union or any other sport agencies that have a relationship with the Organization, and
- (3) ***Develop and support*** a positive image of the Organization to the public and all its stakeholders.

3.0 LEVEL OF AUTHORITY

3.1 DEGREES OF SUPERVISION

The CEO will work closely with and supervise national office staff in the development and implementation of operations or programs and is expected to undertake actions or decisions where necessary. The CEO reports directly to the President and is expected to liaise closely with the relevant Triathlon Canada committees in the development and implementation of programs. The position will have responsibility for the overall approved budget of Triathlon Canada and will execute financial decision making within delegated authority levels.