



Executive Director – Contract Position Alberta Federation of Regulated Health Professions

Organization Overview

The Alberta Federation of Regulated Health Professions (AFRHP; the Federation) is a group of 29 health regulatory colleges with the same mandate — “to regulate our respective professions in the public interest.” Working together to enhance public protection, advance healthcare regulation and to provide direction, expertise and leadership on health and related public policy, the AFRHP facilitates collective and collaborative action on the *Health Professions Act* (HPA) or other issues that may impact regulation. The ultimate vision of the collective is to promote and advance the regulation of the HPA in Alberta, in the public interest.

The AFRHP consists of a board-appointed Executive Committee and a Board of Directors that includes representatives from each of the 29 health regulatory colleges.

For more information on the AFRHP, visit the website at www.afrhp.org.

The Role

Reporting to the Executive Committee of the AFRHP, the Executive Director is responsible for the strategic and operational leadership of the AFRHP and ensuring the needs and expectations of its members are met. The Executive Director establishes, nurtures and maintains relationships with all stakeholders and partners, and ensures achievement of business objectives, financial controls and monitors performance measures for the organization. The Executive Director will balance responsibilities in a multi-faceted environment and be thoroughly committed to the AFRHP’s mission and vision.

The Executive Director serves as an ex-officio member of the Board of Directors, without voting power.

Core Responsibilities

- Review and update, in conjunction with the Board, the Strategic Business Plan, at a frequency determined by the Board.
- Develop and implement, with the Executive Committee’s approval, an Operational Plan that aligns with the Strategic Business Plan.
- Track progress and report on meeting-specific goals, objectives and targets identified in the Strategic Business Plan, and make recommendations to the Executive Committee as required.
- Manage the financial day-to-day accounting and finance requirements under the oversight of the Treasurer.
- Prepare quarterly financial reports and provide support for the annual financial audit.
- Draft annual budgets, in conjunction with the Treasurer, to support established priorities.
- Maintain strategic partnerships and act as the primary conduit for external communications.
- Work closely with consultants, as necessary, to proactively address challenges in the internal and external environment.
- Provide and distribute written updates for the Board between meetings, as approved by the Chair.
- Provide support for membership services and work with the Executive Committee to develop new initiatives that will enhance member services.
- Manage all outside consultants and service providers, in accordance with AFRHP policies.
- Collaborate with the Executive Committee to identify issues; prepare Board meeting agendas; prepare background information; and recommend policies for approval.
- Coordinate and implement all events approved by the Executive Committee.
- Ensure proper security and management of corporate records, property and documentation.



- Serve as the designate of the AFRHP as an organizational lobbyist and complete all filings in compliance with the Alberta *Lobbyists Act*.
- Attend Executive Committee meetings, quarterly Board meetings, key events, the Annual General Meeting, and others as directed.
- Act as a liaison to the Executive Committee for the purpose of facilitating communication between the interest groups and the AFRHP.
- Act as a member of the Legislative and Regulatory Affairs Committee for the purpose of facilitating communication between the Committee and the AFRHP.
- Oversight and management of membership lists, external and internal member website, and intellectual property.
- Preparation of the Annual Report for submission to the membership.
- Oversight and management of staff.
- Other duties as assigned by the Executive Committee.

Skills

- Previous experience in a senior leadership role.
- Demonstrated ability to develop and implement successful strategic plans.
- Good understanding of financial strategies and finance-related performance metrics.
- Strong aptitude for verbal and written communication, presentation, and relationship development.
- Ability to foster, nurture and mediate relationships.
- In-depth knowledge of best practices in management and governance.
- The ability to manage at a strategic, and hands-on operational level.
- Understand government process.
- Ability to interpret and apply legislation.
- Identify and monitor development that might affect members.

Details

- This is a contract position
- This role is considered a 0.8 FTE position
- Hourly salary range \$50 to \$55, commensurate with experience

Interested applicants are asked to submit their resume and cover letter by April 9, 2020. We thank all interested applicants, however, advise that only those selected for an interview will be contacted.

Submit resume and cover letter in confidence to:

Adrienne Hislop,
Corporate Services Administrator
Alberta College of Medical Diagnostic and Therapeutic Technologists
ahislop@acmdtt.com