



Contract Position - Executive Director Alberta Federation of Regulated Health Professions

Organization Overview

The Alberta Federation of Regulated Health Professions (AFRHP; the Federation) is a group of 28 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 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-elected Executive Committee and a Board of Directors that includes representatives from each of the 28 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 and working closely with the Board Chair, 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

- In conjunction with the Board, review and update the Strategic Business Plan, at a frequency determined by the Board.
- With the Executive Committee’s approval, develop and implement 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.
- Oversee the financial day-to-day accounting and finance requirements with the assistance of the Operations Coordinator and under the oversight of the Treasurer.

- Assist the Operations Coordinator to prepare financial reports and provide support for the annual financial audit.
- Assist with the drafting of annual budgets, in conjunction with the Operations Coordinator and Treasurer, to support established priorities.
- Maintain strategic partnerships and act as the primary conduit for external communications.
- Represent the AFRHP on external committees (e.g., government, health system, etc.).
- Work closely with the Board Chair to resolve challenges and to plan and execute on opportunities to move the AFRHP's mandate forward.
- Work closely with other consultants, as necessary, to proactively address challenges in the internal and external environments.
- As required and as approved by the Board Chair, provide and distribute written updates for the Board between meetings.
- 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.
- Attend Executive Committee meetings, Board meetings, key events, the Annual General Meeting, and other meetings as directed.
- Act as a liaison to the Executive Committee to facilitate communication between the interest groups and the AFRHP.
- Act as a member of the Legislative and Regulatory Affairs Committee (LRAC) to facilitate communication between the Committee and the AFRHP.
- Provide support to AFRHP interest groups, as required.
- Support the Operations Coordinator with oversight and management of membership lists, external and internal member website, and intellectual property.
- Work with the Operations Coordinator to prepare the annual report for submission to the membership.
- Oversee and manage internal contracts.



- Work closely with the AFRHP's Operations Coordinator to support the administration of the AFRHP, including its various committees and interest groups.
- Other duties as assigned by the Executive Committee.

Skills

- Previous experience in a senior leadership role under Board direction.
- 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.
- Able to foster, nurture, and mediate relationships.
- In-depth knowledge of best practices in management and governance.
- Able to manage at a strategic, and hands-on operational level.
- Understand government process.
- Able to interpret and apply legislation.
- Previous facilitation and strong conflict management and resolution experience is an asset.
- Identify and monitor developments that might affect members.

This role is a contracted position that aligns with approximately a 0.8 FTE. Payment will be based on skills and experience to a maximum of \$100,000 per year.

The position will remain open until a suitable candidate is found. Interested applicants are asked to submit their resume and cover letter by email to:

Attention: Andrew Douglas, Chair AFRHP
c/o execdir@afrhp.org

We thank all interested applicants, however, advise that only those selected for an interview will be contacted.

Please feel free to contact Glenys Reeves-Gibbs, Executive Director, at execdir@afrhp.org with questions about this role.