



College of Paramedics of Manitoba		
Policy Name: Executive Director Position Description	Policy Number: GP-24	Total # of Pages: 4
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Governance	
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1.0 PURPOSE

The purpose of this policy is to summarize the position description/job expectations of the Executive Director.

2.0 DEFINITIONS

- 2.1 The Executive Director is the key management leader of the College of Paramedics of Manitoba. The Executive Director is responsible for the leadership and management of the strategic and operational affairs of the organization in accordance with legislation, bylaws, and policies set by the Council. The Executive Director reports to the Council as a whole.
- 2.2 The Executive Director must:
 - 2.2.1 Provide information and insight to assist the Council in policy decision-making.
 - 2.2.2 Lead the College of Paramedics of Manitoba in a manner that supports and guides the organization’s mission, vision and values as defined by the Council.
 - 2.2.3 Communicate effectively with the Council and provide, in a timely and accurate manner, all information necessary for the Council to function properly and to make informed decisions.

3.0 POLICY

The Executive Director is expected to successfully fulfill the responsibilities outlined below. These responsibilities summarize expectations as outlined in Council policies on Executive Expectations.

Strategic and Operational Planning

- 3.1.1 Outlines future vision of the organization, specific operational outcomes, and a strategic approach to achieving and measuring these outcomes.
- 3.1.2 Create strategies to position the organization for the future by anticipating and acting on trends.
- 3.1.3 Assists with strategic directions thinking by conducting periodic internal and external environmental scans to identify emerging issues that may affect the College of Paramedics of Manitoba or its relationship with key stakeholders.



- 3.1.4 Develop and implement processes and practices through research, discussion and decision-making to ensure the College of Paramedics is knowledgeable about external environmental changes that may impact the profession
- 3.1.5 Provides input to Council in anticipating, identifying and addressing issues of concern in regulation of Paramedics of Manitoba.
- 3.1.6 Contributes to building understanding with the Council, the government, and constituent groups as to directions to be taken by the College of Paramedics of Manitoba.
- 3.1.7 Recommend policy revisions to the Council in order to meet the changing regulatory policy direction of the government, and in recognition of emerging developments in the Paramedic profession.
- 3.1.8 Implement processes and practices to ensure a current and accurate awareness of initiatives, events, actions and developments that may affect paramedicine in Manitoba.
- 3.1.9 Provide leadership in formulating the vision, direction, goals and objectives of the organization and ensure they are aligned with the public interest.
- 3.1.10 Translate the strategic plan into specific actions and communicate objectives to all appropriate stakeholders.
- 3.1.11 Ensures that the College of Paramedics of Manitoba (CPMB) services and offerings remain relevant to the needs of the public and the profession in support of the public and that excellence remains the hallmark of CPMB services.

Financial, Operational and Organizational Leadership

Leadership

- 3.2.1 Maintains and enhances an organization structure for the staff of the organization that directs critical human resources towards accomplishing, strategic goals and operational outcomes.
- 3.2.2 Establishes progressive policies and programs that support employees and that enable the organization to attract and retain highly qualified and competent staff in order to achieve the full potential of CPMB's human resources.
- 3.2.3 Maintains a clear definition of the responsibility of each employee; directs and motivates the staff; and creates a system of ongoing learning, development, and measurement of employee performance.
- 3.2.4 Maintains strong human resource practices that ensure highly qualified staff are recruited and retained, performance expectations are clearly defined, and the compensation and reward structures appropriately compensate individuals for their contribution and incent desired behaviours.
- 3.2.5 Implements effective succession planning and leadership development throughout the organization, to ensure sustained effective performance of the organization over time.



- 3.2.6 Arranges for at least one (1) senior administrator to be aware of and able to manage corporate affairs in the event of the sudden absence of the Executive Director.
- 3.2.7 As the official link between the Council and the employees of the organization, ensure effective formal communication and the appropriate sharing of information between the Council and the organization's employees.
- 3.2.8 Monitor the performance of the organization to ensure adherence to Council direction, established budgets, program and service goals, objectives and mandates, and performance expectations
- 3.2.9 Maintain an awareness of the health care landscape in Manitoba to identify potential and developing needs of the profession.
- 3.2.10 Communicate the activities, actions and results of the College of Paramedics to ensure the membership is informed.
- 3.2.11 Serves as the senior public spokesperson for the organization, as delegated by the Council.

Programs and Services

- 3.3.1 Ensures that quality regulatory programs and support services meet the policies established by the Council. These programs are fair, transparent, objective, and innovative.
- 3.3.2 Continuously evaluates program delivery methods/approaches to ensure they are meeting the needs of the public and are consistent with outcomes established in CPMB policies.

External Environment

- 3.4.1 Sustain effective relationships with the provincial government, ensuring positive two-way sharing of information.
- 3.4.2 Leads the organization in building and sustaining relevant affiliations with government and other stakeholders.
- 3.4.3 Develops effective relationships with organizations sharing common interests at the provincial, national, and international levels.
- 3.4.4 Establish multi-faceted communication strategies and channels to ensure internal and external stakeholders, including the general public, are aware of the mandate of the College and its work as well as the important role paramedics play in the health care system.
- 3.4.5 Works closely with the government and keeps up to date on developments in the regulatory sector, in order to ensure the organization has the best possible information to respond to emerging issues.
- 3.4.6 Establish effective partnerships with educational institutions, community agencies and similar associations to assist in achieving common goals.
- 3.4.7 Represent the College of Paramedics at official and/or community functions.



Financial Management

- 3.5.1 Under the direction of the Executive Expectations Policies, develops and maintains a multi-year financial plan and budget that addresses required forecasted levels of revenue and expenditure.
- 3.5.2 Implement an asset management strategy for the College.
- 3.5.3 Ensures the development and implementation of effective financial and accounting systems and financial reporting.
- 3.5.4 Ensures the effective utilization of financial resources within the policies established by the Council.

Risk Management

- 3.6.1 Develop and embed in daily operations, risk management practices that support innovation while mitigating risk.
- 3.6.2 Ensures a dynamic, enterprise-wide risk management program is in place and is accountable to keep Council aware of risk mitigation through Executive Expectations Monitoring reporting.
- 3.6.3 Ensures effective financial risk management controls within the limits of management authority and other Council policies.
- 3.6.4 Monitors legislation and the regulatory environment for legislative changes which could affect CPMB and makes recommendations where appropriate, in consultation with legal counsel and appropriate external advisors.

Support and Interaction with the Council

- 3.7.1 Ensures the Council receives all the information necessary to properly exercise its governance responsibilities. Upon the election or appointment of each new Council Member, the Executive Director supports a program that provides new members with the appropriate background information on the organization and orientation to the general strategic issues facing the organization at that time.
- 3.7.2 Reports to Council on the compliance with Executive Expectations Policies.
- 3.7.3 Supports the Council and its committees by providing relevant information and the resources required to fulfill their responsibilities.
- 3.7.4 Advise and assist the Council in the development of policies, strategic goals and objectives, programs, services and new initiatives in response to identified needs as well as provide current information about a changing environmental landscape.
- 3.7.5 Ensure formal written documentation including reports, background information and briefing materials are prepared and presented to the Council as required to support decisions and the development of policy and direction as well as to ensure the Council is appropriately informed of progress.

4.0 PROCEDURE **N/A**