

BCACP Executive Director – Job Description

Position Overview:

Reporting to the President of the Board of Directors, BC Association of Chiefs of Police (BCACP), the Executive Director is responsible for the strategic planning, marketing, membership relations, government and community relations, research, policy development and administration of the BCACP – including the Board of Directors and sub-committees. This full-time position provides leadership to advance the vision of the organization, ensure governance excellence and the efficient and effective operation of the BCACP.

The Executive Director will represent the BCACP externally at international and national forums and meetings to further the BCACP’s mission and strategic directions. The Executive Director will work collaboratively and in partnership with BCACP members, government ministries and municipal police agencies to ensure annual performance objectives are achieved.

Reporting:

This position will be constituted as a consultant contractor with the BCACP. For the purposes of reporting, contract management will occur with the President of the Board of Directors, BCACP. An annual performance assessment will be conducted by the President with input from the BCACP Board of Directors.

Accountabilities:

	Percentage
Administrative and Financial Duties	30%
Committee Management	30%
Membership Relations	10%
Communications and Public Relations	10%
Strategic Planning and Research	10%
Total	100%

Administrative and Financial Duties

- Provides general administration of the BCACP that supports and is aligned to the BCACP's bylaws.
- Attends all BCACP Board meetings, conferences and annual/semi-annual meetings as required.
- Ensures appropriate and effective record management for the BCACP Board. Creates and maintains a Directory of all records that can be accessed by members of the association. Ensure the timeliness of accessibility of records.
- Receives and coordinates all internal and external correspondence. Ensures the President and the Board are informed. Responds to internal and external correspondence as required.
- Ensures the President and Board of Directors are informed of all information requests and responds to information requests from:
 - Government ministries and agencies;
 - International, national, provincial and municipal policing agencies;
 - Members and potential membership of the BCACP;
 - FOIPPA requests.
- Ensures financial stewardship of the BCACP and ensures procedures support and enable the Associations viability.

Committee Management

- In collaboration with the President and the Board, creates an annual meeting calendar for BCACP meeting, conferences and sub-committee meetings.
- Maintains official list of attendees to Board, annual/semi-annual and special meetings of the BCACP.
- Coordinates all annual/semi-annual, conferences and special meetings of the BCACP Board – this includes location, venue and catering selections, hotel rooms, agenda packages, guest speakers and meeting evaluation.
- Works with the President and Board of Directors to create meeting objectives, agendas & agenda packages.
- Coordinates all guest speakers for BCACP meetings including presentations.
- Coordinates and formats all resolutions for meetings and conference.
- Ensures and supports the management of all actual and perceived conflict of interests.
- Works with the Chairs of Sub-Committees for BCACP to ensure regular reporting of all sub-committee activities. Prepares a summary report on sub-committee activities and distributes to the Board for review. Ensures an annual evaluation of

all sub-committees and report to the President and the Board of Directors on the findings.

- Plans and coordinates the annual/semi-annual and special meetings of the BCACP. This includes management and distribution of agenda packages, coordination of guest speakers, location & catering, awards & gifts, audio-visual requirements and member participation.
- Supports the President of the BCACP Board during the meeting as required.

Membership Relations

- Creates and maintains relationships with other provincial Associations of Chiefs of Police staff to support a network of associations across Canada.
- Maintain a membership list that includes fee payment; follow-up with all outstanding membership dues.
- Liaise with members – new, active, associate, retired, corporate associate and honorary members - and ensures up-to-date contact records for all.
- Acts as a resource to members, retired and new members as well as other external organizations and agencies regarding the BCACP.
- Communicates and distributes information and information requests to the membership, retired membership and external organizations and agencies.

Communications and Public Relations

- Acts as an ambassador and represents the BCACP Board at external meetings and functions.
- Maintains and updates the BCACP website.
- Develops and maintains a social media presence for the BCACP that leverages new technology and social media applications.
- Coordinate and respond to media requests. Inform and facilitate participation of the President and Board of Directors in all media requests.
- Ensure marketing of the BCACP – its purpose, vision and strategic goals at a provincial, national and international level.

Strategic Planning and Research

- Works with members and member organizations to create an annual internal and external environmental scan of international, national, provincial and municipal policing issues. Provides this to the President and the Board of Directors.
- Ensures that the BCACP's Strategic Plan and Bylaws are reviewed on an annual basis. Facilitates the revision of the Strategic Plan and Bylaws as required.
- In collaboration with the BCACP President and Board of Directors, creates an annual work plan (and accompanying financial plan) that outlines specific

objectives, timelines and accountabilities. Reports regularly to the President and Board of Directors, BCACP on the progress to the annual work plan.

- Coordinates an evaluation of BCACP Board members including the President and all governance activities on behalf of the membership.
- Coordinate research requests from external agencies and academic organizations.

Other Duties:

Perform other duties as requested by the President and Board of Directors, BCACP.

Preferred Qualifications:

- 5 years of experience in public administration, management or government relations.
- Knowledge of policing practice, national and provincial law enforcement organizations, provincial policing legislation and emerging trends & issues.
- Undergraduate university degree, or a combination of relevant education and work experience.
- Knowledge of public safety and community well-being.
- Strong understanding and ability to work with diverse and Indigenous communities and familiarity with equity, diversity and inclusion principles.
- Career experiences that demonstrate alignment to the position accountabilities and administrative exposure.
- Highly organized with the ability to manage multiple demands in a prioritized, planned and thoughtful manner.
- Demonstrated commitment to values-based leadership and adherence to the importance of public service and its independence from political influence.
- Demonstrated ability to build and maintain collaborative relationships and partnerships both internally and externally.
- Superior communication and listening skills and demonstrated respect for diversity of opinion. Ability to communicate in a written format clearly and concisely to internal and external groups, individuals and teams. Excellent understanding of e-mail etiquette.
- Experience developing communication strategies and disseminating communications via various media and social media platforms.
- Experience conducting research (gathering, analyzing, synthesizing data and information)
- Ability to travel for meetings/conferences provincially, nationally and internationally.

- Experience arranging, coordinating and hosting large seminars and conferences with diverse guest speakers and a large number of attendees.
- A successful security clearance is required.