



EXECUTIVE DIRECTOR

POSITION POSTING

FOR IMMEDIATE RELEASE | MONDAY APRIL 22, 2024

The Alberta Schools' Athletic Association is conducting a search for an Executive Director. The successful candidate will be required to attend in person to work in our office which is in Edmonton.

JOB TITLE: EXECUTIVE DIRECTOR

ORGANIZATION: ALBERTA SCHOOLS' ATHLETIC ASSOCIATION (ASAA)

LOCATION: EDMONTON, ALBERTA, CANADA

START DATE: MID-AUGUST 2024

ABOUT THE ASAA

Established in 1956, the Alberta Schools' Athletic Association (ASAA) stands as a premier organization devoted to championing and facilitating athletic pursuits, overseeing championships across 12 sports within Alberta's high schools. ASAA is committed to nurturing excellence in interscholastic sports, ensuring a safe, fair and equitable school sport environment, enhancing the experiences of high school student athletes, and cultivating future leaders. ASAA extends leadership, assistance, and coordination to 400 member schools, 55,000 student athletes and 10,000 volunteer high school coaches throughout the province.

JOB DESCRIPTION

The Executive Director of the Alberta Schools' Athletic Association (ASAA) is a dynamic leadership position responsible for providing strategic direction, operational oversight, and financial stewardship to advance the organization's mission and objectives. This pivotal role entails managing various facets of administration, governance, and program development within the realm of school sports.

HOURS OF WORK

Minimum standard work week, Monday to Friday, with several weekends annually required for attendance at various ASAA Provincial Championships. As this is a management position, while overtime is not accrued, this is accounted for through salary and benefits.

APPLICATIONS

APPLICATION DEADLINE: May 6, 2024

APPLICATIONS TO: Must be via email to ASAA Executive Director, John Paton: emailed to info@asaa.ca.

APPLICATION MUST INCLUDE:

- Cover Letter
- Resume*
- Minimum 2-3 reference contacts
- * Resume's without a personalized cover letter will not be considered.

Thank you to all those that apply. Only those chosen for an interview will be contacted.

CONTACTS

Alberta Schools' Athletic Association
JOHN PATON
Executive Director
info@asaa.ca



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KEY RESPONSIBILITIES

LEADERSHIP AND GOVERNANCE

- Lead the ASAA in a manner that aligns with and advances the organization's Vision, Mission, Values and Goals as defined by its Board of Governors
- Develop and actualize a vision which allows the ASAA to grow in a manner responsive to current societal context
- Provide proactive leadership in formulating program, organizational, and financial strategies alongside the Executive Committee and staff, and execute plans and policies authorized by the Executive and Board of Governors
- Meeting coordination/support: Coordinate and facilitate meetings of the Executive Committee, Board of Governors, Commissioners, and ad hoc Committees.
- Collaborate with the Board of Directors in shaping a visionary outlook to steer the organization and craft a strategic plan that realizes its many and varied objectives.
- Serve as a trusted professional advisor to the Executive Committee, ensuring comprehensive awareness of the organization's status and any pertinent issues impacting program development and delivery.
- Uphold the integrity of official records and documents while ensuring adherence to national and provincial regulations
- Remain abreast of significant developments and trends within the field to inform organizational decision-making.

OPERATIONS AND PROGRAM MANAGEMENT

- Supervise the smooth and efficient day-to-day functioning of the organization; manage the planning, execution, and assessment of ASAA programs and services.
- Oversee staff in liaising with Championship hosts/host committees and Sport Commissioners to ensure the best possible experience for Alberta's high school student athletes and coaches.

- Guarantee that ASAA operations fulfill the expectations of its members, stakeholders, Executive Committee and Board of Governors.
- Prepare policies/policy modification for approval by the Board of Directors or Membership as required.
- Authorize all notes, agreements, and other documents on behalf of the organization.
- Ensure that office facilities, furniture, and equipment are well-maintained and suitable for the organization's needs.
- Be the point person for liaison with the ASAA's legal counsel when/where required.

HUMAN RESOURCES PLANNING AND MANAGEMENT

- Assess and determine staffing needs for organizational management and program delivery.
- Oversee the development, evaluation, and implementation of human resources policies, procedures, and practices.
- Cultivate a positive, safe, and inclusive work environment in compliance with relevant legislation, aimed at attracting and inspiring a diverse and talented workforce.
- Recruit, interview, select, and retain personnel possessing the requisite technical expertise and interpersonal skills.
- Implement a comprehensive performance management system for all staff, incorporating continuous feedback and annual performance reviews; provide coaching and mentorship as needed.
- Employ appropriate techniques for staff discipline when necessary, and adhere to legally sound procedures for staff termination when warranted. A good conflict manager.

FINANCIAL ACCOUNTABILITY

- Assume responsibility for maintaining the fiscal integrity of ASAA.
- Collaborate with the Staff and Executive Committee to develop a comprehensive budget.
- Maintain positive partnership with the ASAA's Corporate Partner Fundraising agency; assisting wherever possible or needed.



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KEY RESPONSIBILITIES

FINANCIAL ACCOUNTABILITY CONT'D

- Seek out grant opportunities that will enhance the ASAA's programs and activities.
- Ensure compliance with development and timely submission of documentation that may be required for Government funding partners, insurance agencies, grant agencies or other parties as required.
- Manage the organization's finances according to the approved budget and authorize expenditures within the Executive Committee's delegated authority.
- Work with the ASAA's bookkeeper to implement robust bookkeeping and accounting procedures, ensuring compliance with relevant taxation and legislative requirements.
- Provide the Executive Committee, at their regularly scheduled meetings, with detailed reports on revenues, expenses, investments and account balances to accurately reflect the organization's financial status.
- Ensure compliance with all of the ASAA's annual external audit requirements.
- Identify and assess risks to the organization's personnel, assets, finances, reputation, and image, and implement measures to mitigate these risks.
- Execute crisis management protocols as needed to address emergent situations effectively.

COMMUNICATIONS AND ADVOCACY

- Collaborate with the President to serve as the primary spokesperson and public relations representative of the ASAA, strengthening its profile and promoting its message.
- Maintain regular communication with key stakeholders to keep them abreast of the organization's activities e.g. Principals, Athletic Directors, zones, member schools, coaches, school superintendents, etc.
- Implement and maintain a responsive system for promptly addressing member inquiries regarding Bylaws and Policy, eligibility, appeals, sanctions and more.

- Work with staff and contractors to ensure that the ASAA's online sport registration system (SRS) is serving the needs of the membership and effectively tracks mandated coach education requirements.
- Prepare semi-annual reports to the ASAA Board of Governors
- Foster and sustain positive working relationships with government officials (both elected and unelected), corporate partners, business stakeholders, sport sector collaborators, provincial sport organizations and officials associations, community leaders, and key volunteers.
- Engage in marketing and promotions activities within school and sporting communities to enhance the ASAA's visibility and impact.
- Attend and represent the organization at various meetings, including those organized by The Alberta Ministry of Tourism and Sport, the Canadian Interscholastic Athletic Administrators Association, School Sport Canada, Universities of Alberta and Calgary in relation to sport safety/injury, ATA, HPEC, ASBA, NFHS, and other relevant entities.
- Oversee effective maintenance of Association archives and develop strategies to optimize the recognition of various achievements within the membership
- Oversee coordination of and advocacy for current annual initiatives such as ASAA's student leadership conference, Athletic Director's Forum, Women in school sport workshop/conference and any other initiatives of the ASAA.
- Oversee and assist in recruitment of Executive members and Commissioners
- Oversee coordination of annual awards programs and sportsmanship initiatives



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QUALIFICATIONS

- Minimum Bachelor's degree (Masters degree preferred) in education, sport administration or leadership relevant field;
- Minimum five (5) years proven experience in executive leadership, preferably within the sports or education sector.
- Strong understanding of HR management, financial oversight, and policy development.
- Excellent communication and interpersonal skills.
- Demonstrated ability to build and maintain partnerships with diverse stakeholders.
- Demonstrated visionary leadership in the realm of student athletics
- Knowledge of the Alberta education system and experience with an interscholastic sports landscape, ideally as a coach or Athletic Director, is an asset.
- Strategic thinker with a passion for promoting school athletics and educational excellence.

SALARY AND BENEFITS

A comprehensive salary benefits package is offered, commensurate with qualifications and experience. Grid equivalencies for certified teacher applicants will be considered.

Join ASAA in its mission to enrich the lives of Alberta's high school students through sports and athletic endeavors!

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