



## **JOB DESCRIPTION – EXECUTIVE DIRECTOR**

### **SUMMARY**

Reporting to Chief and Council, the Executive Director provides overall leadership and direction for the day-to-day administration and operations of the Nation. The role is responsible for translating Council's strategic priorities into effective governance, financial management, human resource practices, and operational systems, while ensuring accountability, legislative compliance, and strong relationships with the community and external partners. Working closely with Chief and Council, senior management, staff, and community members, the Executive Director supports good governance, organizational stability, and the long-term sustainability of the Nation.

### **KEY RESPONSIBILITIES**

#### **GOVERNANCE**

- a) Develop bi-weekly meeting agendas with Chief and Council to focus meeting time on the Nation's strategic objectives. Prepare materials, schedule guests, record minutes and Council resolutions.
- b) Maintain Council Meeting Calendar and assist with scheduling meetings.
- c) Manage Chief and Council correspondence, prepare letters, record, and distribute mail and email.
- d) Conduct regular strategic planning sessions with Chief and Council and Managers.
- e) Provide strategic advice and recommendations for achieving Chief and Councils objectives for community priorities.
- f) Oversight of the implementation of Council resolutions and policies across all operational areas.
- g) Conduct Chief and Council elections under the First Nations Election Act.
- h) Oversee law development under the First Nations Lands Management Act, First Nations Fiscal Management Act, and other relevant legislation.
- i) Maintain awareness of the status of treaty negotiations, land claims and court actions.
- j) Advise Chief and Council of legal liabilities such as injury claims or labour matters.

#### **FINANCIAL MANAGEMENT**

- a) Develop Draft Annual Budget in consultation with Chief and Council and in collaboration with the Senior Finance Officer and Senior Managers, with consideration for the multi-year financial plan, annual operating plan, and the strategic plan.
- b) Monitor income and expenditures and explain budget variances to the Finance



- c) and Audit Committee, Chief and Council and the Community.
- d) Ensure spending is efficient and procurement process is fair, open, and demonstrates accountability to obtain the Best Value for time and money.

#### **HUMAN RESOURCE MANAGEMENT**

- a) Develop and recommend Council approval of human resources policies and procedures for the hiring, management and dismissal of officers and employees of the Nation.
- b) Hire the employees of the Nation, as the Executive Director considers necessary, and set the terms and conditions of their employment.
- c) Annual review and amendment of the Organizational Chart, recommend to the Council Human Resource Committee for annual review.
- d) Annual review of the Salary Scale describing the range of pay for employment positions, recommend to the Council Human Resource Committee for recommendation to Council for approval, conduct periodic review.
- e) Preparing and recommending to the Council for approval, descriptions of the powers, duties, and functions of all employees of the Nation.
- f) Conduct annual performance reviews and ongoing coaching and staff development.

#### **OPERATIONS**

- a) Collaborating with Senior Management, Prepare Annual Operating Plan consistent with the Strategic Plan and Annual Budget and Multi Year Financial Plan.
- b) Liaise with legal counsel, government officials, and contractors and agents of the Nation.
- c) Identify, assess, monitor, manage and report on the Nation's risks.
- d) Oversee and administer the contracts of the Nation, ensure all contractual reporting requirements are met.
- e) Ensure that the Nation prepares, maintains, stores, and keeps the Nation's records secure.

#### **COMMUNICATIONS AND COMMUNITY ENGAGEMENT**

- a) Organize Quarterly and Annual General Community Meetings with Chief and Council.
- b) Conduct Information Meetings as needed.
- c) Keep website and social media engagement current.
- d) Serve as point of contact and spokesperson for Songhees Nation as assigned by Council.
- e) Publish an annual report and produce a monthly community newsletter.

*The list of duties and responsibilities described above is not intended to be all-inclusive and may be expanded/modified from time to time as required by Songhees Nation's evolving needs and priorities.*



## **COMPETENCIES AND SKILLS**

### **EDUCATION AND EXPERIENCE**

- Degree in Business Administration, Public Administration, or related field; and
- Minimum of 8 years' experience in the provision of operations management; and
- Minimum of 5 years' experience leading employees, and liaising with various regulatory agencies; or
- An equivalent combination of education, training, and experience.
- Experience developing written reports, proposals, policy and procedures and presentations.
- Experience in development, management, and control of operating budgets.
- Willing to undergo a criminal record and background check as a condition of employment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of the regulatory environment for First Nations Governments.
- Working knowledge of the culture, protocol, and traditions of Indigenous people.
- Advanced critical thinking, organizational and problem-solving skills.
- Sound written and verbal communication skills and the ability to adjust to the audience.
- Sound management skills in a continually evolving environment.
- Ability to lead by example, demonstrating leadership, client service attitudes, integrity, creativity, and enthusiasm in achieving results directly and through staff.
- Ability to establish and maintain relationships; and collaborate effectively with internal and external stakeholders.
- Ability to provide leadership and manage staff collaboratively, in a team environment, utilizing effective teambuilding, communication and management techniques.
- Ability to interpret Chief and Council direction and incorporate into operational policies and procedures.
- Ability to align divisional capacity with the Nation's strategic goals and objectives.



### **WORKING ENVIRONMENT**

- In office; frequent meetings.
- Occasional travel to attend meetings or conferences.
- Evening and weekend work as required.