

**AGENDA ITEM DOC11**

**Subject: Draft Position Description for Executive Director**

**Date: Nov. 21, 2018**

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**Prepared for: FOPL Board Meeting, Nov. 23, 2018**

At our Last Board of Directors Meeting I was asked to provide a revised position description for review as part of our succession planning activities. The position description below is a revision of the one used to hire me and the formal position description from Jan. 17, 2008.

**Federation of Ontario Public Libraries**

Position: **Executive Director / CEO** (part-time contract)

FOPL is a public benefit / Not-for-profit membership organization which was founded in 2005 to provide a single voice for public libraries in Ontario to advance public library interests and funding in the province. The organization has adopted four strategic priorities to further the success of Ontario’s public library systems.

* Advocacy & Influence
* Marketing Public Library Value and Impact
* People Capacity: Training & Development
* FOPL Organizational Resilience

The Executive Director / CEO has overall responsibility for the day-to-day management of FOPL, provides support and strategic execution of the Board’s priorities, provides leadership in strategic planning advice and execution, creates opportunities for member participation, serves as an advocate for the Federation with governments and stakeholders, supports the development of marketing and influence initiatives and materials, overseas the research and development agenda.

*Reporting Relationships:*

Reports directly to the Federation Executive and Board of Directors through the Board Chair

Direct reports: Administrative Assistant (part-time)

(Other staff retained on a contract or free-lance basis as required)

*Scope or Overall Responsibilities*

The Executive Director works with The FOPL Board in developing and implementing overall strategic directions, policy development, by-law development, and oversees the administrative

and operational matters of FOPL.

In addition, the Executive Director works closely with the Board in the development of the

annual goals, measurable outcomes and budget development.

*Major Responsibilities*

\_ Oversee and execute programs, services, activities and facilities to ensure that Federation

objectives are met.

\_ Identify potential issues and opportunities for Board consideration and for

development of appropriate policies and action plans.

\_ Facilitate development of a Federation strategic plan and development of annual objectives

and budget in accordance with the plan.

\_ Keep FOPL members fully informed of FOPL’s activities and promotes the active participation of members.

\_ Facilitate revenue generation and fund raising programs and initiatives.

\_ Support operation and administration of Board, and of Board Committees and

Federation Working Groups.

\_ Manage staff, in accordance with policies established by the Board.

\_ Manage finances within approved budget and in accordance with established

financial authorities and current laws and regulations.

Identifies funding opportunities for public libraries and develops funding and grant applications.

\_ Ensures the presentation of a strong, positive public image for the Federation.

\_ Shares with the Board Chair the role of spokesperson and representative of the Federation with government and stakeholders for a powerful, positive, public image for the Federation.

\_ Develops marketing campaigns, materials and infrastructure aimed at promoting greater awareness of the value and impact of Ontario’s public libraries.

\_ Establish and maintains key contacts in government, relevant agencies and

businesses to further the Federation’s image and objectives.

\_ Develops meaningful relationships with key people in government, relevant

Agencies and associations, and works with the membership at large.

***Qualifications and Experience Required:***

The preferred qualifications are as follows:

* Knowledge of the Ontario Public Library community, issues and trends which impact library policy, program delvier, and funding.
* Experience advocating on behalf of public benefit, not-for-profit organizations.
* Comprehensive knowledge of not-for-profit laws, board functions and administration.
* Strong interpersonal skills and experience working with Boards, committees, government agencies, associations, and provincial and local governments.
* Minimum of 5-years in a senior leadership role.
* Experience in staff supervision and contract negotiation.
* Familiarity with business tools, social media, website creation, and presentation applications.
* Advanced education.