

EXECUTIVE DIRECTOR JOB DESCRIPTION CIM

1. Position Specifications

Title: Executive Director (ED)

Organization: Canadian Institute of Mining, Metallurgy and Petroleum

Location: Montreal, Quebec

Reporting Relationship: CIM Council (Board of Directors)¹

2. Organization Background

Founded in 1898, the Canadian Institute of Mining, Metallurgy and Petroleum (CIM) is the leading not-for-profit technical society of professionals in the Canadian minerals, metals, materials and energy industries.

CIM has three strategic goals:

- to create, curate and deliver relevant, leading-edge knowledge;
- to foster a robust, connected and engaged CIM community;
- to expand awareness of the essential contribution mining makes to society.

CIM has nearly 10,000 members, convened from industry, academia and government. With nine Technical Societies and over thirty Branches, our members help shape, lead and connect Canada's mining industry, both within our borders and across the globe.

CIM's vision is for the Canadian resource sector to be broadly recognized and respected as an engine for sustainable growth and prosperity. CIM's mission is to champion the world's best practices and expertise for integrated resource development at home and internationally

3. Qualifications

Experience:

- Fifteen years' experience in progressively senior leadership roles in corporations or associations such as not-for-profits, government and industry.
- Experience and understanding of the Canadian mining industry is preferred, with a perspective to future requirements and changes that may impact the industry.
- Experience in a high profile environment involving interface with multiple stakeholders strongly preferred.
- Experience of setting and monitoring budgets and financial management.

¹ Council = CIM Board of Directors; Presidents Council (PC) = CIM President, President Elect, Incoming President Elect and Past President; Executive Committee (ExComm) = PC, district vice-presidents, directors and society representatives

Skills and competences:

- Excellent communication skills and an ability to build relationships at all levels. Bilingualism is an asset.
- Demonstrated ability to work with a Board of Directors to facilitate committee efforts with staff support and to bring together multifaceted programs and budgets is an asset.
- Adaptable style to interact with members, stakeholders, media and the public on common ground to build and strengthen relationships.
- Ability to be a leading spokesperson of the minerals industries and to communicate, educate, influence and teach multiple stakeholders in the complex array of issues surrounding the industry.
- Substantial leadership skills and ability to motivate staff and volunteers to extract a high level of productivity.

Education:

- Undergraduate degree required. MBA or post graduate education preferred.

4. Key Responsibilities

The Executive Director of CIM is responsible to CIM Council and for providing advice and support to the Council, Executive Council, Presidents Council and President.

The key responsibilities of the position include:

- Advance CIM's vision and mission while promoting safety, sustainability, diversity/inclusion, member and customer satisfaction, fiscal responsibility, and growth and continuity as an organization.
- Build and strengthen CIM corporate and National membership base while leading CIM's move to harmonized National and Branch membership.
- Serve as primary representative of CIM to external stakeholders to create positive partnerships and outcomes for CIM.
- Lead in identifying, developing and executing strategic initiatives for CIM that align the organization to serve present and future membership needs while providing a strong resource base to ensure CIM's continuing ability to operate.
- Oversee the annual budget as final planning is conducted to ensure that CIM is always in sound financial operational shape.

5. Executive Support to Council

Lead the coordination and relationship building between CIM constituents², and with CIM National. Encourage collaboration and cooperation between CIM constituents, and with CIM National

² CIM Constituents - CIM societies, branches, CIM Foundation, affiliated organizations

Serve as the lead for all association activities and ensure that activities are properly conducted, reported and accounted for to Council.

Support the Council in development of the competencies of Council members to fulfil their responsibilities

Participate, ex officio, as a non-voting member of the Council and its various committees.

Provide the advice, support and information necessary for the Council to effectively and efficiently conduct its business, develop long-term and annual corporate objectives and monitor progress in achieving organizational objectives

6. Safety, Health, Environment and Sustainability

Commit to preserving the health and safety of CIM employees, at work and at home, as well as any other personnel that interact with the CIM. CIM and the ED will promote safe work practices within the industries that the CIM represents. The ED should be passionate about health and safety and lead by example.

Provide overall leadership for vision and objectives demonstrating CIM's commitment to environment, corporate responsibility and sustainability, both within the organization and supporting the mining industry.

7. Diversity and inclusion

Exemplify the values of inclusion and diversity within the CIM and promote these values to the industry in general. Promote diversity and inclusion within CIM National, CIM constituents and CIM programming. Serve as a member of CIM's Diversity and Inclusion Committee (DIAC).

8. Planning, Organization and Policy Development

Develop, obtain Council approval, and maintain a broad corporate planning framework as a foundation for annual planning, budgeting and program activities.

Set, direct, and implement specific organizational goals and outcomes, under the direction of Council

Ensure the development and maintenance of information systems that will permit a continuing assessment of the implementation and impact of the organization's plans.

Ensure the development and maintenance (within the limits of available resources) mechanisms for monitoring and evaluating the impact and effectiveness of the organization's plans and programs and the quality of its programs and/or services.

9. Program/Service Management

Manage the design and implementation of CIM programs and services efficiently and effectively within the approved operating plan and budget, subject to variance in demand and exceptional circumstances.

Ensure that programs and services meet Council's policy guidelines and reflect Council's priorities.

Periodically monitor member satisfaction with respect to quality of services and report to the board in this regard.

Ensure CIM's web and IT infrastructure meet acceptable/current standards to minimize risks to service delivery and cyber security.

Implement international programming as needed and as requested/approved by Council.

10. Human Resources Management

Lead, in association with the President, the annual process of setting and measuring performance goals and objectives.

Ensure the establishment and maintenance of sound personnel and compensation practices and philosophy, proper job descriptions, and a regular system of performance appraisals.

Help ensure that the management of human resources in all business units will be consistent with the overall human resources policies and practices of CIM.

Establish job descriptions, recruit, retain, motivate, evaluate performance, counsel, discipline, and dismiss personnel directly responsible to the ED and, upon the recommendation of subordinate staff dismiss other personnel in the employ of the organization.

Ensure the development and maintenance of adequate personnel information and control systems.

Ensure the development and maintenance of programs for orientation of new staff and volunteers and an ongoing program of staff development.

Establish and maintain a working climate conducive to the development of staff members and volunteers toward the attainment of the objectives of the organization.

11. Financial Administration and Budgeting

Oversee the preparation of the annual budget for consideration by the CIM Council and provide periodic expenditure forecasts and financial reports to the Council.

Manage the operation of CIM programs within the approved budget, subject to variance in demand and exceptional circumstances.

Ensure the development of systems for monitoring and controlling expenditures within approved budget levels.

Ensure the development and maintenance of "risk management" policies and procedures that will minimize financial, public relations and other liabilities for CIM, its Council, staff, volunteers, agents and clients.

Ensure appropriate levels of liability and D&O insurance are maintained for an organization with CIM's operating and governance structures

12. Corporate and Community Relationships

Build and maintain confidence in the character and integrity of the organization, with its members, staff, volunteers, clients, respective levels of government, and other stakeholders.

Develop and sustain strong working relationships outside the CIM, including with non-governmental and other industry associations. Actively build relationships with the media and key stakeholders, as well as key leaders in government. Notably, develop, enhance and maintain corporate-level relations with mining related organizations (companies, equipment suppliers, consulting firms, associations, etc.).

Facilitate a communication plan that informs all stakeholders of the activities and direction of the CIM and when requested provide well-reasoned opinions regarding the issues facing the Canadian mining industry.

Encourage and lead all association communication efforts, both internal and external, to ensure that CIM and the industry are perceived in a positive manner by all stakeholders, and that association objectives are accomplished.

Deal with complaints in a manner that principally maintains positive relationships within the context of a professional organization.

13. Ethics and Governance

Set the ethical tone for CIM and its management including: (i) oversight of the administration and implementation of, and compliance with, CIM's policies and procedures; (ii) take all reasonable steps to satisfy Council as to the integrity of the senior leadership team; (iii) take all reasonable steps to satisfy Council that the senior leadership team create a culture of integrity throughout CIM; and (iv) foster ethical and responsible decision making by management

Operate in an ethical manner, recognizing ethical issues, perceived ethical issues, and deal with them promptly and professionally. The ED will lead by example when it comes to ethical behaviour, setting a high standard within the organization and the industry.

Communicate regularly with the President, Presidents Council, Executive Committee and Council to ensure members are being provided with timely and relevant information necessary to discharge their statutory duties.

Approve all commitments within the limits of delegated general authority guidelines.

Implement all policies by the Council to ensure maintenance of the highest standards of business conduct and ethics, as well as full compliance with all applicable [CIM bylaws](#), rules, policies, reporting and disclosure requirements.

14. Authority of Position

Subject to the approved operating plan, budget and policy directives of the organization, the ED has the necessary authority to carry out the responsibilities outlined for the position and to respond to legitimate emergencies as required. Authority is specifically withheld in regard to the following:

"Authorization of expenditures beyond the approved budget with the exception of variance for excessive demand and other exceptional circumstances such as emergency or crisis situations which require an immediate response. Any such expenditure shall be brought to the President and Council for post-facto review."

15. Delegation of Responsibilities

The ED will discharge assigned responsibilities through such senior staff, department directors, supervisors, employees, volunteers and other positions as they may from time to time determine. The incumbent may delegate and assign part of the executive, managerial, functional and operating responsibilities and corresponding authority, but remains responsible for overall results.

16. Measure of Accountability

The performance of the ED will be measured on an annual basis in relationship to performance of job functions and achievement of objectives. The quality of implementation of the organization's operating plan and budget, the handling of exceptional events, and the quality of services as reflected in the findings of operational audits will also be taken into consideration in assessing the performance of the ED.

Apply

The high-level energy and expertise demands of this position will be compensated with a great deal of job satisfaction and a competitive salary and comprehensive benefits package commensurate with education, experience and skills.

To apply please submit a covering letter and CV highlighting your fit for the position to Marilou Reboulis (mreboulis@CIM.ORG) no later than **September 18, 2017**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.