

Executive Director

Alberta Association of
Chiefs of Police (AACCP)

Job Description

March 29, 2019

Position Overview:

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

The Executive Director will represent the AACP and ALERT externally at international and national forums and meetings to further the AACP's mission and strategic directions. The Executive Director will work collaboratively and in partnership with AACP 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 AACP. For the purposes of reporting, contract management will occur with the President of the Board of Directors, AACP. An annual performance assessment will be conducted by the President with input from the AACP and ALERT Board of Directors. This assessment will be based on Schedule A – Description of Services.

Accountabilities: Detailed activity schedule attached.

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

1. **Administrative and Financial Duties**

- Provides general administration of the AACP that supports and is aligned to the AACP's bylaws.
- Attends all AACP and ALERT Board meetings, conferences and annual/semi-annual meetings as required.
- Ensures appropriate and effective record management for the AACP and the ALERT Boards. Creates and maintains a Directory of all records that can be accessed by members of the association and ALERT. 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 AACP.
 - FOIPP requests
- Ensures financial stewardship of the AACP and ensures procedures support and enable the Associations viability.
- Manages all one-time provincial grants and ensures required reporting to the Board of Directors and the Provincial government.
- In consultation with the Treasurer, prepares financial records and organizes & conducts banking activities for the association.
- Maintains financial records of membership dues, conference fees and issues receipts
- Coordinates the completion of the Internal Financial Audit and External Financial Audit.
- Liaise and coordinate legal activities with external council as per AACP requirements.
- Coordinate an Annual Return to Service Alberta as per the Societies Act.
- Coordinates, facilitates signing, payment and management of all contracts with external organizations.

- Ensures appropriate storage, maintenance and life cycling of all AACP equipment, banners, Crests and awards/gifts.
- Manages all meeting/conference contracts and ensures invoices are paid on time.

2. Committee Management

- In collaboration with the President and the Board, creates an annual meeting calendar for AACP meeting, conferences and sub-committee meetings.
- Maintains official list of attendees to Board, annual/semi-annual and special meetings of the AACP and ALERT.
- In collaboration with the ALERT Board, creates an annual meeting calendar.
- Coordinates all annual/semi-annual, conferences and special meetings of the AACP and the ALERT Board – this includes location, venue and catering selections, hotel rooms, agenda packages, guest speakers and meeting evaluation.
- Organizes and coordinates telephone and video-conferences.
- Works with the President and Board of Directors, AACP and the ALERT Board, to create meeting objectives, agendas & agenda packages. Distributes agenda packages.
- Coordinates all guest speakers for AACP and ALERT meetings including presentations, equipment required and presenter gifts or financial requirements.
- Coordinates and formats all resolutions for meetings and conference.
- Ensures and supports the management of all actual and perceived conflict of interests.
- Ensures minutes are completed and distributed to the Board. Ensures any revisions are completed to ensure accurate record keeping.
- Keep action log of all actions coming from AACP and ALERT Board meetings and works with the President to ensure follow-up activities.
- Works with the Chairs of Sub-Committees for AACP 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 AACP and ALERT. 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 AACP Board and the Chair of the ALERT Board during the meeting as required.

3. Membership Relations:

- Creates and maintains relationships with other provincial Associations of Chief's of Police staff to support a network of associations across Canada.
- Coordinates and maintains all awards, retirement gifts and speaker/guests gifts. Ensures a bi-annual review of AACP gifting program with the Board of Directors.
- 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.
- Supports and facilitates the application process for new members.
- Acts as a resource to members, retired and new members as well as other external organizations and agencies regarding the AACP.
- Communicates and distributes information and information requests to the membership, retired membership and external organizations and agencies.
- Acts a resource for members, member organizations and support the involvement of new members in AACP.

4. Communications and Public Relations:

- Acts as an ambassador and represents the AACP and Alert Board at external meetings and functions.
- Maintains and updates the AACP website.
- Develops and maintains a social media presence for the AACP 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 AACP – its purpose, vision and strategic goals at a provincial, national and international level.

5. 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 AACP'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 AACP 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, AACP on the progress to the annual work plan.
- Coordinates an evaluation of AACP Board members including the President and all governance activities on behalf of the membership.
- Coordinate research requests from external agencies and academic organizations.

6. Other Duties:

- Perform other duties as requested by the President and Board of Directors, AACP and the ALERT Board.

Qualifications:

- 5-10 years of experience in policing leadership, public administration, management or government relations.
- Understanding of policing practice, national and provincial policing organizations, provincial policing legislation and emerging trends & issues.
- An undergraduate university degree, college diploma or combination of work and related academic preparedness.
- 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 demonstrates 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.
- Ability to travel for meetings/conferences provincially, nationally and inter-nationally.
- A successful security clearance is required.