

L'ARCHE HALIFAX ROLE DESCRIPTION

TITLE: EXECUTIVE DIRECTOR/COMMUNITY LEADER

REPORTS TO: BOARD OF DIRECTORS (CHAIR) & L'ARCHE REGIONAL COORDINATOR

LAST REVISION: DECEMBER, 2010

POSITION SUMMARY:

As a Community Leader, the Executive Director oversees and manages the day-to-day operations of the L'Arche Halifax community. He or she is responsible for ensuring

- that all community members have the support they need to grow and to live the mission of L'Arche, and
- that all government and L'Arche operating policies and procedures are met in accordance with prescribed standards.

AREAS OF RESPONSIBILITY

CORE MEMBER SUPPORT

1. Assures that routines are understood and followed
2. Ensures compliance to the standards of care as set by the Department of Community Services.
3. Ensures that Support Plans are in place and reviewed at least on a quarterly basis.
4. Responds and supervises effectively in any emergency situations that may arise.
5. Ensures that the Incident Report Policy is followed.
6. Manages all placement requests for Core Members and maintains an accurate waiting list.
7. Checks in with Core Members on a regular basis.

HUMAN RESOURCES

1. Responsible for the hiring, supervision and evaluation of all House Leaders, Assistants and Staff.
2. Processes all applications for Assistants, Staff and Volunteers.
3. Ensures that House Leaders, Assistants, Staff and Volunteers understand and fulfill the L'Arche Mandate.
4. Meets on a regular, scheduled basis with House Leaders and Assistants; and attends Team Meetings as required.
5. Ensures that timely Core Competency Training is provided as required by the Department of Community Services.

FINANCE

1. Manages all aspects of the budget on behalf of the Board of Directors.
2. Ensures financial health through the timely and accurate oversight and implementation of the Financial Policies and Schedules as set forth by the Board of Directors. (Attached)

FINANCE (CONT'D)

3. Ensures that payroll information is accurate and submitted on a timely basis to the payroll company.
4. Oversees Bank Accounts as directed by the Board.
5. Ensures that Core Member accounts and spending are supervised and accurately recorded.
6. Ensures that the Accounting Assistant is up to date in all aspects of their responsibility.
7. Supervises the Accounting Assistant in collaboration with the Board Treasurer.
8. Ensures that all DCS financial requirements are met in an accurate and timely manner; advising the Board Chair immediately of any concerns.

ADMINISTRATION

1. Responds in a timely manner to all phone calls and e-mails.
2. Keeps a log of all communications with the DCS.
3. Responsible for an overall Filing System and Records Management plan that ensures accuracy and confidentiality.
4. Is responsible for all reporting aspects of the Health Benefits Plan, Pension and Liability Insurance.

MAINTENANCE

1. Ensures the cleanliness and good order of the homes and grounds.
2. Attends to any equipment needs and repairs.
3. Ensures that any required home repairs are performed.
4. Keeps an updated list of trades people who may be contacted.
5. Maintains a Maintenance Log for all repairs, replacements and renovations. (this will include in-kind services performed)
6. Oversees maintenance and insurance requirements for all vehicles.

DEPARTMENT OF COMMUNITY SERVICES (DCS)

1. Communicates with Department officials in a timely manner and ensures that all government and reporting requirements are met.
2. Works closely with Provincial and Central Region representatives with regard to budgeting and finances.
3. Ensures communication on a regular basis with the DCS Regional Care Coordinator assigned to Core Members. (House Leaders and Assistants will be involved, as well)

BOARD OF DIRECTORS (BOD)

1. Fully supports the goals and objectives of the L'Arche Mandate and the Strategic Plan.
2. Provides a written Monthly Report to the Board.
3. Attends Board Meetings as directed.

POLICY DEVELOPMENT

1. Ensures that all government required and L'Arche policies are in place.
2. Develops new policies as directed by L'Arche, the Board of Directors and DCS.
3. Is responsible for the implementation of all policies.

L'ARCHE REQUIREMENTS

1. Attends Regional Council Meetings (3x annually)
2. Attends annual Community Leaders Meeting.
3. Attends Annual Retreat
4. Submits monthly Assistant Statistical Report to the Regional Coordinator.
5. Ensures that the Solidarity Funding is forwarded to L'Arche Canada for distribution.
6. Submits to L'Arche Canada the Audited Annual Financial Statements for membership dues assessment.
7. Oversees all aspects of L'Arche formation.
8. Ensures involvement of Core Members and Assistants in L'Arche Events and Processes.

PUBLIC RELATIONS

1. Provides information relative to L'Arche as requested.
2. Handles Media requests in collaboration with the Board Chair.

FUND RAISING

1. Ensures the accurate and timely management of donations, receipts and acknowledgements.
2. Assists BOD in fund Raising Activities as requested.

OTHER

1. Oversees Monthly L'Arche Gatherings
2. Attends other Agency Meetings (NSRAA, etc) and communicates with regional Executive Directors for support and direction.
3. Applies for Grants as directed by the BOD.
4. Assists the Board Executive in the preparation of the AGM as directed.
5. Maintains all Society Records and ensures that reporting requirements are met on time.

FOUNDATIONAL JOB REQUIREMENTS

1. Undergraduate degree
2. 2 years of management and supervisory experience
3. L'Arche or other not-for-profit leadership experience an asset

OTHER REQUIREMENTS

See Appendices

APPENDIX A

Financial Management Task List

DAILY:

1. All mail to be opened, date stamped and reviewed the same day it arrives (if executive director is away he/she needs to make sure this is still getting done);
2. All financial correspondence - bills, receipts, CRA notices, to be placed in appropriate file the day it arrives;
3. All email and calls from DCS representatives to be returned same day if possible and next day at the latest (if executive director is away voice mail greeting must be changed to let people know who is in charge in his/her absence or where he/she can be reached);
4. Meet with/call Carol and/or Noreen to check in and seek direction as needed
5. Ensure all incidents are reported promptly to DCS and fully documented.

WEEKLY:

1. Meet with board chair to discuss any incidents that have been reported or issues that have arisen and to discuss any requirements that cannot be met;
2. Pay bills;
3. Track special needs for the week;
4. Deposit all cheques and other funds received;
5. Ensure all changes in personnel are reported to ADP;
6. Ensure all receipts for donations are completed and mailed within one week of receipt and are properly filed;
7. Respond to any requests from treasurer.

MONTHLY:

1. Ensure all per diem and special needs billings are submitted in full and on time;
2. Ensure ALL bank accounts are reconciled including core member funds for the previous month by 15th day of following month;
3. Ensure VISA account is reconciled and expenses allocated appropriately by the 15th of each month;
4. Ensure VISA card is paid in full each month;
5. Ensure a 6month cash flow projection is prepared and updated monthly by 15th of the month;
6. Ensure income statement is prepared for the previous month by 15th of the following month;
7. Ensure that a balance sheet as at month end is prepared by the 15th of the following month;
8. Ensure cash flow projections, income statement and balance sheet for the previous month are distributed to Board members by the 15th of each month;
9. Ensure that source deductions are reported and remitted for all income not paid through ADP;
10. Review list of major gifts due and follow up accordingly;
11. Prepared Executive Directors monthly report (even during summer when no board meetings);
12. Attend monthly board meeting.

ANNUALLY:

1. Ensure year-end financial statements prepared within 2 months of fiscal year end;
2. Ensure annual reports to DCS are completed in full and submitted on time;
3. Ensure an annual budget is prepared within 1 month of year-end for consideration by the Board;
4. Ensure all CRA filings are completed on time, including income tax return, HST returns, source deductions returns (for anything that was not paid through ADP) filed (if needed) by deadline.

ONGOING:

1. Ensure all loan payments are paid on time;
2. Ensure all bills are paid within 30 days of invoice date;
3. Ensure all employee matters are well documented and that L'Arche Halifax is compliant with all obligations as employer;
4. Advise board chair and Carol immediately if any of the forgoing tasks cannot be completed or if any other issues arise that could impact the reputation or financial position of L'Arche Halifax.

APPENDIX B
Qualities and Characteristics Expected of a L'Arche Community Leader

Below is a list of desired qualities, abilities, skills, and characteristics expected of Executive Directors / Community Leaders in L'Arche:

1. **Commitment to the Vision and Mission of L'Arche**
 - A capacity to understand, announce, and live the vision and mission of L'Arche
 - An ability to lead by example and to model the values of L'Arche
 - A desire to live the role not simply as a job, but as a vocation

2. **Leadership Capacity**
 - Proven communication and administrative skills in a related field
 - An ability to recruit, supervise, train, and manage staff
 - A capacity to inspire and to lead others to work towards common goals
 - A commitment to build effective working relationships with Board members, government officials, medical and other professionals, and other leaders in L'Arche
 - An understanding of not-for-profit governance structures and processes
 - An ability to prioritize responsibilities and to set clear standards and expectations for others
 - A commitment to the professional development of self and others
 - An ability to exercise authority with fairness and respect
 - An ability to manage and resolve conflicts
 - An openness to asking for help when necessary
 - A commitment to confidentiality

3. **Other Key Skills**
 - Organizational skills
 - Delegation skills
 - Public speaking and animation skills
 - Listening skills and a commitment to dialogue
 - Decision making and follow-up skills
 - Meeting Preparation and Facilitation skills
 - Oral and written communication skills
 - Proficiency with desktop publishing software
 - Financial Management skills

4. **Personal Qualities**
 - Commitment to one's own personal and spiritual growth
 - Commitment to good self care, healthy living, and a balanced life
 - Openness to being accompanied and mentored
 - Sense of humor