



"Leading BC to excellence and British Columbians to be active for life"

November 14, 2017

Searching for Executive Director

About Badminton BC

The Association of Badminton BC was formed in February 1925 and ultimately organized the play of badminton in the province of British Columbia. Since then, the Association has actively worked towards providing leadership and direction for the sport, continuity in the programs and services for its members, and competitive and development opportunities for players, coaches, officials and volunteers throughout the province. Badminton BC is a registered non-profit organization incorporated under the British Columbia Society Act. As the provincial sport governing body, Badminton BC is managed by an elected volunteer Board of Directors.

Vision

Leading BC to excellence and British Columbians to be active for life.

Mission

Badminton BC will provide clear leadership and assist and support the developmental advancement of the sport. Our leadership will span all developmental levels on a province-wide scale, addressing vital organizational issues including revenue stability, increased participation and stronger overall awareness of the role of Badminton BC.

Values

Open Communication, Honesty, Integrity, Transparency, Respectfulness, Equitable Interactions.

Mandate

Develop, promote and deliver Badminton programs within BC.

Position of Executive Director

Position Overview

The Executive Director (ED) reports to the Board of Directors and is responsible for providing overall leadership and vision for Badminton BC's staff as well as for the wider badminton community in British Columbia. The ED is a relationship builder, a visionary, a communicator and a leader, responsible for the overall management of the organization. As an advocate for badminton, the ED represents Badminton BC by building strong relationships with the membership, government, external stakeholders and partners to ensure Badminton BC has a significant voice for sport in British Columbia.

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Primary Responsibilities

- Work with the Board of Directors in implementing and re-evaluating Badminton BC's 2017-2020 Strategic Plan.
- Be responsible for developing and implementing the operational plan, which will require strong multi-tasking and motivational skills for volunteers and staff alike.
- Identify new funding sources and opportunities and increase the organization's fundraising capacity.
- Be responsible for financial reporting to the Board and to external sources, as required by funding guidelines or legal compliance.
- Ensure Badminton BC conducts business that is fair, equitable, ethical and compliant by employing good business practices such as those used by similar organizations.
- Provide leadership and guidance to the association staff.
- Be responsible for the development of an annual operating budget in concert with the Treasurer and Audit & Finance Committee.
- Liaise with the external auditing firm.
- Ensure that all policies and procedures are reviewed regularly and updated as necessary.
- Manage all aspects of staff supervision and evaluations, including hiring, discipline and termination of staff.
- Provides liaison between Badminton BC and
 - Badminton Canada
 - Badminton BC members and volunteers
 - Sport funding organizations
 - Sport BC
 - Other provincial sports organizations across Canada
- Develops Terms of Reference for all committees of the organization.
- Act as an ex-officio member of all committees.

Essential Qualifications

- Experience in revenue generation processes & strategies
- Outstanding people skills & team leadership
- Working knowledge of accounting/bookkeeping (experience with QuickBooks accounting software will be an asset)
- Experience in managing an office & staff
- Must submit to police record/screening check
- Experience with grant reporting as required by grantors

Personal Characteristics and Competencies

- Alignment with Badminton BC's core values



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- Proven success as a team leader
- Experience working in non-profit sector & with volunteer boards
- Working knowledge of sport funding process
- Ability to travel to meetings & events throughout Canada
- Willing to work some evenings & weekends
- Experience in badminton as a player, coach or official will be seen as an advantage

Compensation

Salary and benefits will be negotiable depending on experience and qualifications.

Contact Info

For more information or to submit applications, please contact us at:

Executive Director Search Committee Chair
c/o Badminton BC
110-12761 16th Ave
Surrey, BC V4A 1N2

or email to EDSearch@badmintonbc.com

Deadline

The deadline for applications is **December 17, 2017**.