

**SASKATCHEWAN HORSE FEDERATION INC.**

**Job description  
EXECUTIVE DIRECTOR**



### **What is the SHF?**

The SHF is a provincial sport governing body, responsible for the oversight of equestrian sport and industry in Saskatchewan.

### **Executive Director:**

**Reports to:** SHF Board of Directors

The Executive Director shall, in the immediate term, report directly to the President, President-Elect and the Vice President of Finance, and they along with the Executive Director shall together comprise the Management Committee of the Executive Committee of the Board of Directors.

### **Job Purpose:**

The role of the Executive Director for the Saskatchewan Horse Federation is to provide overall management and leadership in implementing Board policy in a timely manner consistent with the mission and goals of the organization.

The Executive Director is the administrator of the Federation. They will manage the affairs of the Federation in accordance with the policies as determined by the Board and under the provisions of the Constitution and Bylaws. The Executive Director is the person responsible for the organization's consistent achievement of its mission objectives. These objectives will be met through sound management of staff and financial obligations.

### **Working Relationships & Affiliations:**

The Executive Director shall attend meetings of the Federation and shall maintain working relationships with:

SHF Board & Staff

SHF Management Committee & Executive Committee

SHF Membership – Individual & Corporate

#### Affiliations:

Sask Sport Inc.

Corporate Provincial Horse Associations

Horse Industry Partners:

- Saskatchewan Ministry of Agriculture
- Farm and Food Care Saskatchewan (FFC SK)
- Saskatchewan Veterinary Medical Association (SVMA)

- Western College of Veterinary Medicine (WCVM)
- Veterinary Teaching Hospital (VTH)
- Livestock Services Saskatchewan (LSS)
- Animal Protective Services (APS)
- Canadian Food Inspection Services (CFIA)
- Saskatchewan Agricultural Hall of Fame (SAHF)
- Horse Welfare Alliance of Canada (HWAC)

Equestrian Canada

Equine Expo

Coaching Association of Canada (CAC)

Other organizations and funding agencies

### **Duties of the Executive Director:**

Through aspiring to excellence in all categories:

In administration and program development, the Executive Director will:

1. Assure that the organization has a long-range strategic plan that achieves its mission.
2. Provide leadership in developing programs, organizational and financial plans with the Board of Directors and staff and carry out plans and policies as authorized by the Board.
3. Maintain official records and documents and ensure compliance with federal, provincial and local regulations.
4. Promote active and broad participation by volunteers in all areas of the organization's work.
5. Maintain a working knowledge of significant developments and trends in equestrian sport.
6. Adhere to all requirements of Sask Sport, including Annual Follow-up, Budget submission, Grant deadlines, Three Year Assessment & Lottery licence requirements etc.
7. Develop and maintain a Grant's program that aligns with LTED.

In Sport, the Executive Director will:

1. Support Sask Sport vision of "enhancing Saskatchewan lives through sport"
2. Support Long Term Equestrian Development (LTED) opportunities for introductory, recreational, competitive and high performance sport levels.
3. Support Coach and Official development.
4. Ensure that equestrian sport works with communities to improve access for diverse participation.
5. Ensure that all aspects relating to our competition circuits, including sanctioning, rule books, points, show applications, prize list approvals etc are completed in a timely fashion.

In Budget and Finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, Committee Chairs and the Finance Committee to prepare annual budgets for Board approval and Sask Sport Funding applications and see that the organization's operational plan is tied to the budget.
3. Ensure development of the annual budget, within the context of the Annual Funding Application with Sask Sport. Present this to the Vice President of Finance for evaluation, modification and approval as required.

4. Ensure that adequate funds are available to permit the organization to carry out its work.
5. Jointly, with the President, conduct official correspondence of the organization and jointly as required with designated officers, execute legal documents.
6. In normal circumstances, be one of the signing authorities on cheques and/or financial transactions.
7. Prepare on an annual basis the Sask Sport three year annual assessment for funding eligibility.
8. Develop Strategic/Business Plan, updating and monitoring of a three year plan, with semi-annual review by the Board of the goals and objectives for the current year.
9. Identify, prioritize and provide advice and counsel to aid the Board in accessing potential fund-raising alternatives.
10. Maintain relationships with alternative funding sources (ie: sponsorship) and prepare funding proposals in accordance with the required criteria.

In relationship with Staff, the Executive Director will:

1. In consultation with the Management Committee, will be responsible for the recruitment, employment and release of all personnel.
2. Ensure that job descriptions are developed, that regular performance evaluations are held and that sound human resource practices are in place.
3. Ensure that all manuals/policy (employee standards) are up to date with current legislation, including labor standards.
4. Work effectively with the Management Committee to ensure good practices are in place and are followed.
5. Encourage staff and volunteer development and education and assist program staff in delivering their specialized work to the total program objectives of the organization.
6. Maintains a safe work environment that attracts, retains and motivates a diverse staff of quality people.

In Communications, the Executive Director will:

1. Ensure the board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Maintain effective and courteous relations with members – both individual and corporate.
3. Ensure the member communication tools – website, Facebook and Constant Contact – are kept current and provide member information.
4. Publicise the activities of the organization, its programs and goals utilizing all communication vehicles as required and/or available.
5. Establish sound working relationships and cooperative arrangements with sport and industry groups and related organizations.
6. Develop and maintain effective liaisons with industry partners as listed above.
7. Represent the programs and point of view of the organization to agencies, other organizations and the general public.
8. Ongoing promotion and recruitment of new members and clubs.

With Industry initiatives, the Executive Director will:

1. Establish, maintain and advance effective relationships with industry partners.
2. Initiate and develop relationships with a broad range of industry sectors including all levels of government, other non-profit organizations and equine industry/business organizations.
3. Undertake activities within the horse community that enhance the visibility of the organization.
4. Represent the organization on appropriate committees, network and joint projects.
5. Work to enhance Equine Health & Welfare initiatives so that the use of horses in sport is preserved.

Annual Performance Criteria:

Annual performance review will be conducted by the Management Committee on the following elements of the position:

- Development of strong working relationships with staff, Board of Directors and all relevant organizations
- Enhancement of the organization's image
- Complete satisfaction of the Sask Sport funding requirements
- Successfully carrying out the prime functions of the job description

Update: August 5, 2021