



## ACA EXECUTIVE DIRECTOR JOB DESCRIPTION

**Position Name:** ACA Executive Director

**Reports to:** ACA Board of Directors through the ACA President

### Scope and Authority

The Executive Director (ED) is empowered to act on behalf of the ACA Board and the association within the parameters of the Association General Bylaw, established policy and procedures, the annual budget and financial practices. The ED is a non-voting officer of the association and non-voting ex officio member of committees, councils, task forces, and other member groups as requested by the ACA President and Board of Directors.

### Functions and Objectives

The Executive Director (ED) is the ACA chief staff officer and has sole responsibility for the day-to-day operations of the association. The ED's role is to provide guidance on Board policies and ensure information governance for the association to support its leadership, achieve its goals, and further its mission.

Under the authority of the ACA by-laws and the policies of the Board of Directors, the Executive Director shall

1. ensure the efficient and effective management of the operations of ACA, including the day to day office direction;
2. create tactical and financial plans to implement the ACA Board's policies, procedures, plans and directives;
3. ensure the ACA has a sound governance structure fulfilling legal compliance with up-to-date policies and procedures for the implementation of the Board's directives;
4. oversee the implementation of policies, procedures, plans and directives;
5. serve as a liaison among the Board (President, Vice-President, Secretary, Treasurer, and Directors), the Chairs of Committees, Teams and Task Forces, and the office staff;
6. represent the ACA as directed by the Board to the public, the government, affiliated organizations, and other stakeholders;
7. oversee the implementation of member products and services;
8. be accountable for the financial affairs of the ACA, including managing investments; and
9. develop and evaluate the association's staff.

### Required Competencies

- Knowledge of not-for-profit and charitable organizations, specifically their financial management
- Familiarity with record keeping.

### Desired Competencies

- Basic knowledge of accounting principles and practices
- Knowledge of the Canadian archival landscape
- Ability to work in the French language is an asset



Association of  
Canadian Archivists  
Association canadienne  
des archivistes

### **Skills**

- Excellent communication, administrative and interpersonal skills
- Information technology literacy
- Basic accounting skills
- Excellent organizational skills
- Excellent change management skills

### **Resource Management**

- Supervises the ACA Client Services Coordinator
- Provides input for training and evaluation of the association staff
- Makes recommendations about the maintenance of office and capital resources of the ACA

### **Position Term**

Salary and contract length to be negotiated.

Please send a cover letter indicating your experience in these areas and an up to date CV by email:

Dr. Luciana Duranti, ACA President: [luciana.duranti@ubc.ca](mailto:luciana.duranti@ubc.ca)

**Applications accepted until April 14, 2017**