



Association of  
Canadian Archivists  
Association canadienne  
des archivistes

## Job Description

**Position:** Executive Director  
**Date Posted:** June 19, 2023  
**Location:** Ottawa, ON (hybrid)

The Association of Canadian Archivists invites applications from qualified individuals for the full-time, permanent position of Executive Director of the Association.

### ORGANIZATIONAL BACKGROUND

Founded in 1975 and incorporated in 1978, the Association of Canadian Archivists (ACA) is a non-profit organization that represents the needs and interests of archives and records professionals throughout Canada. The ACA provides members with opportunities to network with archives and records professionals and practitioners across the country, develop professional skills and expertise, participate in national and international advocacy initiatives, and fundraise (through the ACA Foundation) to further the educational goals of members. It is a member-driven, volunteer-run organization that is governed by a Board of Directors, run by several committees, working groups, special interest sections, and university student chapters, and supported by two full-time employees: an Executive Director, and a Membership Services Coordinator.

### POSITION OVERVIEW

Reporting to the ACA Board of Directors through the President, the Executive Director (ED) is the Chief Staff Officer (CSO) and has sole responsibility for managing the efficient day-to-day operations and administration of the Association and its Foundation. The ED's role is to propose policy direction to the Board or its designate (e.g., committees) and, in partnership with the elected and appointed leadership of the Association, to support the goals and further the mission of the Association.

The ED is empowered to act on behalf of the Board and Association within the parameters of the Association's [By-Law No. 1](#), established [Policy and Codes](#) and office procedures, the annual budget and financial practices, and all legislative frameworks guiding the work of Canadian not-for-profit corporations.

### Reporting Structure

The ED, as an employee of the Association, takes direction from the Board through the President of the Association. They are also:

- a director and officer of the Association, without vote;
- a non-voting ex officio member of all boards, committees, councils, task forces, the ACA Foundation, and other member forums appointed or established by, and accountable to, the Board of Directors;
- Manager of all paid staff and solely responsible for establishing and facilitating compensation and benefits, and the hiring and release, of the Association's employees.



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## **AREAS OF RESPONSIBILITY**

The Executive Director shall provide leadership in these, and other areas:

### *Planning*

- Develops, for Board approval, office procedures and operational/administrative work plans and monitors their implementation under direction of the Board and in co-operation with relevant staff, committees, sections and working groups of the Association;
- In accordance with the ACA Equity Commitments and other working group work, recommends, as necessary, the creation/revision of policies and procedures which would improve the operations of the Association;
- Provides guidance to the Board to ensure all planned objectives are in line with the ACA's [Equity Commitments](#) and are in line with the ACA endorsed, [Reconciliation Framework](#);
- Assists, when necessary, with the development of Board agendas, and ensures the production and submission of minutes to the Association's SharePoint site.
- Ensures the production and submission of minutes by all committees, working groups and sections to the Association's SharePoint site;
- Oversees the development of member products, services, and initiatives.

### *Financial Management*

- Maintains sound fiscal practices which ensures the Association's financial viability and accountability in accordance with all applicable legislation;
- Budgeting, including controlling, tracking and monitoring financial transactions and provides financial information and provides recommendations to the Board as requested
- Provides monthly financial reports to the Board and upon request to the Treasurer;
- Liaises with the Treasurer with regards to the financial management of the Association and the ACA Foundation;
- Prepares and facilitates the annual audit, and provides input to the Board on any recommendations received via the auditor's report;
- In collaboration with the Treasurer and Financial Review Committee, manages and monitors the ACA Investment Portfolio in accordance with ACA investment policy and advises the Board regularly on its status;
- Negotiates all facility, supplier and service agreements required to facilitate annual conferences and other events (e.g., conference hotel, A/V, catering, etc., video conferencing licenses, conference app);
- Maintains and implements a modest revenue generation plan in collaboration with the Board and the ACA Foundation.

### *Administration*

- Supports the administration of the Association, Board, and all committees, working groups and sections;
- Manages the membership database, website and any other technological infrastructure of the Association;
- Responsible for the efficient and effective management of ACA operations including the day-to-day direction and activities of staff.



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#### *Communication*

- Facilitates internal and external ACA communications;
- Coordinates posting of information, notices, forms, key dates and news items to the public and members via email and the Association website as appropriate;
- Oversees the preparation of reports for the ACA as required, including but not limited to the publication of the Annual Report ([Bulletin](#)) in time for the AGM, and monthly staff activities reports for the Board;
- Works with the Communications Committee on the publication of the ACA monthly newsletter ([Scope and Content](#)).

#### *Resource Management*

- Responsible for the recruitment and hiring of Association regular, temporary and contract staff;
- Responsible for training and evaluating Association staff;
- Ensures the adequacy of office and capital resources of the Association;
- Ensures effective operations of ACA Information Technology (IT) resources including staff workstations, office servers and network support, as well as external IT services.

#### *Board of Directors*

- Maintains regular communication with the Board as appropriate/required;
- Provides continuity and policy guidance for the Association, the Board and the ACA Foundation;
- Implements Board policies and directives through effective and conscientious delivery of programs, services and activities;
- Makes recommendations to the Board on Association policies, procedures, projects, and activities.

#### *Archival Community Issues*

- Provides policy research support, and issue investigation for the Association as directed by the Board;
- Assists Board and committees to identify, and document the needs of Association members, archival associations and institutions in Canada through various research methodologies;
- Suggest adjustments to strategy, priorities and/or operational tactics to address trends or changes in community needs.

#### *Meetings/Events*

- Attends all Board, ACA Foundation, and committee meetings and is available to attend other Association meetings as required;
- Represent the Association, as directed by the Board, to the public, government, affiliated organizations, and other stakeholders;
- Serves as a liaison between the Board (President, Vice-President, Secretary, Treasurer, Directors at Large, Committee Chairs), ACA Foundation, Special Interest Section Chairs, and the office staff;
- Responsible for all logistics in support of regular, special and annual general meetings of the Board, the ACA Foundation, and membership; as well as for meetings of committees, special interest sections, working groups, taskforces, and student chapters;



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- Responsible for all logistics in support of Board meetings with external stakeholder groups.

#### *Project Management*

- Implements and coordinates projects and activities of the Association as required (e.g. professional development workshop co-ordination);
- Co-ordinates grant & contribution application process and oversees implementation of projects which received external funding including reporting duties;
- Advises the Board and relevant committees on the development and implementation of the ACA scholarships and awards programs;
- Co-ordinates activities to support/act upon issues of concern to the Association and the Canadian archival community as directed by the Board (e.g., online fundraising platform set-up, developing member feedback forms; collates input received via feedback forms, etc.)

#### *Marketing*

- Co-ordinates outreach / public relations activities with the Board and relevant committees;
- Develops / implements a marketing strategy for the Association, in conjunction with the Board and relevant committees, to increase memberships and enhance the visibility and relevance of the Association;
- Supports annual fundraising activities of the ACA Foundation and special fundraising efforts of the Board and/or committees, as directed by the Board.
- Develop and facilitate the vendor trade show at the annual ACA conferences and promote conference/events sponsorships from service/product suppliers.

#### *Advocacy and Liaison*

- Represents the Association as directed by the Board;
- Establishes and maintains contacts with key players in government, business, related professional associations, and archival institutions.

### **EDUCATION & EXPERIENCE**

University Degree in a field relevant to the needs of the ACA, such as in Non-Profit Management, Business Administration, Archival Studies, or History (for example) is required. While an MBA with specialization in not-for-profits, and/or a CAE designation from the Canadian Society of Association Executives is desirable. A relevant combination of post-secondary education and experience will be considered.

#### **Specific Requirements:**

##### *Knowledge*

- Of the *Canada Not-for-profit Corporations Act* S.C. 2009, c.23 and the *Income Tax Act* (R.S.C., 1985, c. 1 (5th Supp.))
- Management of non-governmental/not-for-profit associations
- Familiarity with the archival community and federal heritage and information landscape
- Basic accounting principles and practices



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#### *Experience*

- managing a non-governmental/not-for-profit association
- revenue generation and fundraising, including grant writing experience/ability
- public relations, advocacy, and marketing
- human resource management (paid staff and volunteers)

#### *Abilities*

- Excellent communication, administration, and promotional skills
- High level proficiency in computing technology and IT infrastructure management (knowledge of: MS office environment; Wild Apricot, event apps such as Whova, video conferencing platforms, SharePoint and ability to manage IT support for server management and website, SharePoint issues)
- High level accounting skills and reporting techniques;
- Experience in effective meeting and conference logistics;
- Expert level fluency in English (written and oral) is *required*
- English/French bilingualism an asset, but not necessary

#### **TERMS OF EMPLOYMENT**

- Permanent, full-time, 37.5 hours/week, may include evenings and weekends, occasional travel involved.
- Rate of Pay: \$78-\$85,000 commensurate with experience, plus benefits including 4 weeks paid vacation
- Work location: Ottawa, ON through a combination of in-person and remote

Please submit C.V. and cover letter to Erica Hernandez-Read, President, Association of Canadian Archivists at [acapresident@archivists.ca](mailto:acapresident@archivists.ca).

#### **APPLICATION DEADLINE: JULY 7, 2023**