

Executive Administrator

The Executive Administrator position is vital to the operation and maintenance of the Society on a day-to-day basis.

The Executive Administrator is:

- Responsible for completing all the tasks necessary to maintain the Society as a functional organization, including financial, banking and legal requirements for a non-profit organization, and maintaining an office for the Society
- On an ongoing basis, support the work of the Executive and Working Group, reporting on major areas of activity for the Society, assisting in policy development and decision-making
- Review present activity and event applications, submit to the Working Group, and if approved, facilitate the implementation of the activity or event
- Develop, maintain and build on relationships with partners of the Society, including the Health Authority (Island Health), Ministry of Health, Doctors of BC, Specialist Services Committee, Campbell River and District Division of Family Practice and other Medical Staff Associations
- Build relationships with others interested in supporting the medical staff and improving patient health outcomes, such as staff from Doctors of BC, Joint Clinical Committees and the City of Campbell River
- Be responsible for overseeing the administration of the strategic plan for the organization, acting as an advisor on all aspects of the organization's activities
- Work independently, be a force for innovation, and represent the interests of the Society in all interactions
- Maintain a flexible schedule to accommodate meetings and events as they are scheduled or occur. Meetings primarily happen remotely and may involve early mornings, evenings and weekends
- In person events and activities occur on a semi regular basis and primarily occur in the early evening
- Provide guidance, facilitation and hands-on implementation support to the Society for achievement of its identified goals
- Reports directly to the Working Group which is comprised of the Executive and board members

Operations:

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization as set out by the Working Group
- Ensure that the operation of the organization meets the expectations of its Members, Executive, Advisory and Funders
- Oversee the efficient and effective day-to-day operation of the organization
- Coordinate and schedule meetings of the Society, and meetings between the Society (or representatives of the Society) and the Health Authority
- Maintain an independent office space that supports and respects the confidentiality of information
- An hourly range of \$36.50 to \$39.50/hr plus mileage where applicable, at the rate prescribed by Drs of BC
- A work related laptop and materials will be provided by the Society

APPENDIX A - Executive Administrator Tasks

Administration of the Society as a Non-Profit Entity:

1. Facilitate set up of bank accounts, signing officers, and other financial requirements as may be required;
2. Secure and manage necessary contracted services for THE SOCIETY including financial, administrative and other services, either through contracts or as employees, as directed by the Executive/Working Group;
3. Determine office space requirements and equip within the budget;
4. Plan logistics and send reminders to Executive and Working Group members for meetings, activities and events;
5. Provide administrative support to the Society Executive/Working Group;
6. Report to the Executive and Working Group on progress in the different areas of work of the Society;
7. Support the Executive and Working Group in making decisions, establishing and supporting Committees;
8. Maintain the website and other communication tools for the Society;
9. Work with Society's Privacy officer and collect, manage, store and use information in accordance with the Personal Information Privacy Act;
10. Oversee the planning, implementation, execution and evaluation of activities and events;
11. Prepare payables and financial documentation for submission to the bookkeeper and/or accounting firm;
12. Ensure all financial records for the Society are filed in a secure location;
13. Prepare and manage the distribution of informational materials;
14. Manage email accounts and coordinate website content and updates.

Financial Planning:

1. Work with the Executive, Working Group and bookkeeper to prepare a comprehensive budget;
2. Work with the Executive, Working Group and Engagement Partner to secure additional funding, as required, for the operation of the organization;
3. Approve expenditures within the authority as aligned by the directive of Drs of BC and Facility Engagement, and as directed by the Executive and Working Group;
4. Ensure sound bookkeeping and accounting procedures are established, updated and followed;
5. Update and maintain the Facility Engagement Management System to be consistently current;
6. Create and maintain all aspects of Human Resources.

Human Resources:

1. Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations;
2. Recruit, interview and select contractor and/or /staff who have the right technical and personal abilities to help further the organization's mission;
3. Ensure all contractors and/or staff receive an orientation to the organization ensuring appropriate training is provided;
4. Develop and coordinate a performance management process for all contractors and/or staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review

Support for the Executive and Working Group:

1. Consult with stakeholders for operational decisions before providing necessary information to Leadership to direct society operations;
2. Effectively handle competing priorities and changing direction resulting from strategic negotiations;
3. Coordinate the development of meetings between the Society Leadership, Health Authority Senior Executives and Leaders, and other relevant stakeholders;
4. Facilitate the management and disbursement of relevant materials to support the Executive and Working Group;
5. Attend and participate in Executive and Working Group meetings.

Support for Health Care Coordination and Integration:

1. Facilitate effective administration for the Medical Staff;
2. Keep the membership informed and involved;
3. Develop an annual infrastructure/operational budget to receive and disburse Society infrastructure/operational dollars according to local needs, and by agreement of the Executive/Working Group, and the membership if required;
4. Support the collection, storage and analysis of data in accordance with the Personal Information Privacy Act and such data stewardship policies as directed by the Executive/Working Group;
5. Support the collection and analysis of information on activities and events supported by the Society, to facilitate evaluation of the activities and events;
6. Identify and evaluate the risks to the organization's people (staff, management, contractors), property, finances, goodwill and image; work with the Executive/Working Group to develop and implement measures to control risks;
7. Ensure the Executive and Working Group, and the organization, carries appropriate and adequate insurance coverage.

Program Planning/Management:

1. Ensure programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Executive and Working Group;
2. Monitor day-to-day delivery of the programs and services of the organization to maintain or improve quality;
3. Oversee the planning, implementation, execution and evaluation of activities, events and special projects.

Supports for Medical Staff:

1. Liaise with Executive/Working Group to organize and host formal and informal networking opportunities for members;
2. Facilitate the connection between members of the medical staff and the Executive/Working Group, to enhance the Executive/Working Group's ability to speak on behalf of Members;
3. Support Medical Staff's access to Continuing Medical Education, in collaboration with Doctors of BC, Facility Engagement, Health Authority, Division of Family Practice and other partner organizations;
4. Provide supports for Physician wellness, as identified by the Executive/Advisory;
5. Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization;
6. Represent the MSA and Society at multistakeholder committee tables.