

## Saskatchewan Genealogical Society

### Executive Director

The Saskatchewan Genealogical Society (SGS), a non-profit charitable organization, is seeking a full-time Executive Director. The position is located in Regina and is responsible for the administration and operations of the Society. The position reports to and is accountable to the Board of Directors.

#### Qualifications:

- A post secondary education plus financial management, supervisory, public relations and computer skills.
- Must have experience working with a non-profit organization including a Board of Directors and volunteers.
- Preference will be given to those with a knowledge of genealogy.
- A valid driver's license is required.

#### Duties and Responsibilities:

##### 1. Administration

Manages day-to-day operations of SGS, its offices and library, including control of revenues and expenditures, permanent and temporary staff, public relations, communications and all programming.

- Attends all meetings of the Board of Directors in a non-voting, ex officio capacity. Regularly keeps the President and the Board informed on operations of SGS, including requirements for policy creation or budgetary revision. Serves as consultant and resource person to the Board of Directors and all committee.
- Attends committee meetings in a non-voting, ex officio capacity.
- Establishes and maintains all SGS files and records.
- Conducts all correspondence consistent with overall responsibilities.
- Establishes operating policies and procedures consistent with overall responsibilities.
- Assists in developing medium and long-term goals and objectives in conjunction with the Board of Directors, and development of operations plans to reach medium and long-term goals.

##### 2. Finance

Prepares all financial payables and receivables to be forwarded to the Sask Sport Administration Centre for processing.

- Develops budgetary revenue and expenditure forecasts for consideration by the Board of Directors at regular meetings. Monitors and analyzes revenue and expenditures.
- Develops and monitors SGS's annual budget as approved by the Board of Directors.
- Prepares all grant applications and follow up submissions.
- A criminal record check will be required.

### **3. Personnel**

Is responsible for recruitment, selection and retention of staff and volunteers, with the exception of the Executive Director's role.

- Responsible for supervising all SGS paid staff, including training, discipline and assignment of duties and responsibilities.
- Responsible for salary administration and performance reviews.
- Identifies all staff training needs, including cross-training to ensure coverage in case of absence of other staff.
- Responsible for training and supervision, or delegation of training and supervision, of volunteers for SGS programs and other activities.

### **4. Program Management**

Directs, supervises and advises staff and volunteers on the implementation of all programs and other activities.

- Actively seeks out and proposes new programs and other activities to achieve the Mission,
- Mandate and Objectives of SGS as outlined in the Constitution and Bylaws.

### **5. Communication**

Provides positive internal and external communication for SGS.

- Liaises with SaskCulture, Saskatchewan Lotteries Trust Fund, Sask Sport, all relevant federal and provincial government departments and agencies, all local, regional, national and international genealogical and family history federations and societies, and other relevant organizations as required.
- Responsible for the content of SGS's publication, *Saskatchewan Genealogical Society Bulletin* and *eConnection*, the Branch newsletter.
- Responsible for the Saskatchewan Genealogical Society web site.
- Internal Communication – provide reports to Board, Branches and membership through written reports for Board of Directors meetings, SGS Annual Report, report at SGS membership meetings.

Diversity and inclusion are important to SGS and we are committed to selections based on merit and encourage the participation of diversity groups. Our workplace is free from hate, harassment or discrimination and is open to everyone.

If interested, please send resume to [ed.sgs@sasktel.net](mailto:ed.sgs@sasktel.net) no later than **Jan 31 2024**.