

## **ALSEK RENEWABLE RESOURCE COUNCIL - EXECUTIVE DIRECTOR DUTIES**

### **OVERVIEW**

The primary function of the Executive Director is to provide administrative, financial and operational support to the Council. This includes preparing all materials, financial documents and information necessary for Council operations, maintaining a public office, related equipment and environment. As the liaison between the Council and the public, UFA Boards and Councils, various governments and funding agencies, this person is responsible for maintaining public access to the Council. The Executive Director position is a permanent, full-time position (37.5 hours weekly). This position is required to work within flexible hours to support the Council, with some travel and evening meetings.

### **PRINCIPAL DUTIES:**

Arranges and coordinates the Councils activities, including meetings, teleconferences, public events, the annual meetings of Chairs and Renewable Resource Councils, and maintains daily/monthly calendars.

Researches, prepares background information and is knowledgeable of and able to speak to, issues and activities of Council. Has regular contact with Chair- Co-Chairs to discuss direction and exchange information. Communicates the activities of Council to the public, through face to face meetings, community engagement opportunities, social media and newsletters. Attends public functions and meetings with government partners and stakeholders as requested to by the Council. Provides administrative, financial and logistical support, preparing correspondence, minutes, invoices, payroll, and various reports.

#### Daily

- Maintain files, keeping current active files available and inactive files stored for reference.
- Pick up mail daily.
- Alert ARRC members to new material received, when relevant.
- Check and respond to email, mail and telephone messages. Maintain email accounts and email forwarding information to the Council when appropriate, incoming requests, correspondence and reports.
- Ensure outgoing correspondence is discussed with and approved by Chairs or Co-Chairs.
- Maintain all financial information in an electronic format, and hard copy.
- Ensure office is clean and tidy and supplies well stocked.
- Maintain electronic back-ups of emails and digital files.
- Draft Council correspondence, seeking approval from Chair or Co-Chairs prior to distribution.

#### Monthly

- Prepare monthly financial statements for Board review.  
-maintaining annual budget

- reconciling bank account
- processing monthly financial documents for review ie. Income Statement, Balance Sheet, List of transactions.
- ensure all funding is received and accounted for.
- Prepare accounts payables and payroll
  - recording all transactions
  - verifying invoices
  - preparing cheques for signatures and Cash Management Online for approvals
  - obtaining signatures for payments/ approvals
  - preparing and sending remittances to Canada Revenue Agency monthly
- Prepare and submit quarterly reports and funding requests to Yukon Government
- Maintain all bank accounts, cheque books and electronic banking.
- Comply with the Yukon Government Contribution Agreement and Alsek RRC policies for the expenditure of Council funds.
- Pay accounts payable in a timely manner to avoid fees.
- Prepare remuneration to Council members for time carrying out Council business and travel costs.
- Assist with Council member travel arrangements for meeting and conferences out of the community.
- Coordinate regular meetings for the Council, and others as requested or needed.

### Annually

- Review and comply with milestones of the Yukon Government Contribution Agreement
- Prepare and maintain Annual Budgets, Workplans and Year End financial/ activity reports for Council approval for submission to Yukon Government.
- Prepare financials for an annual audit.
- Prepare T4's and annual reporting to Canada Revenue Agency, GST refund and Workers Compensation payments.
- Maintain and track any other agreements made with YG or other partners, taking actions necessary to fulfill these agreements.
- Coordinate and plan annual open house style and other meetings.
- Arrange and maintain office space lease.

## **MEETING OPERATIONS**

### Before monthly scheduled meetings:

- Confirm attendance of meeting participants
- Prepare and distribute agendas, draft minutes and materials relevant to the agenda in advance.
- Research materials and present information as requested by the Council for discussion at the meetings.
- Schedule any guest speakers or delegations as requested by the Council.
- Prepare a Council package and distribute by email to each Council member.

- Include relevant correspondence, emails, reports.
- Prepare an Administrative report that details any other pertinent information.
- Provide calendar of events updates in packages
- Provide financial summaries monthly.

#### During meetings:

- Prepare recording device, and record the meeting. Ensure digital files are retained.
- Ensure each member has meeting materials.
- Offer input to the Council at meetings when appropriate
- Present reports on finances and administrative activities.
- Present any new materials, correspondence or communication, indicating which require Council attention or response.

#### After Meetings

- Flag any action items and carry out or track each item with Board members responsible.
- Draft meeting minutes for distribution prior to the next meeting.
- Assist with drafting resolutions with Chair or Co-Chairs.
- Maintain confidentiality around “in-camera” discussion or confidential information as brought to the attention of the Council.

### **COMMUNICATION/LIAISON**

This requires personal communication with ARRC members. Make certain that every Council member receives communications and information in a timely manner. Council members are required to provide contact information and specify preferred communication methods to the Executive Director.

- Maintain formal and informal ties with Champagne Aishihik First Nations, Yukon Government and Government of Canada
- Maintain ties with other UFA Boards as necessary.
- Respond to requests and inquiries, and relaying Council information or requests, as appropriate.
- Assist Council members to obtain materials or research information, in drafting correspondence or other requests required by the Council to make decisions, and to carry out the Councils activities and mandate.
- Prepare pamphlets, booklets, and publications of Alsek RRC information and projects, as well as newsletters that inform on a regular basis, as established by the Board.
- Prepare information about the activities of the Alsek RRC for public usage using local publications ie. The “Echo”, CAFN’s *Dàkwäni*, *ARRC’s website and social media*.
- Prepare information and advertisements daily/ weekly/ monthly using social media ie. Facebook, web page, and other electronic presence, remaining adaptable to future electronic presence.
- Coordinate community engagement opportunities, Open House’s, and other public meetings as requested by the Council.

- Attends CAFN General Assemblies to offer Council activity information.
- Keep up to date on local, regional, and national issues relevant to the Council's mandate and maintain contact on issues and projects being reviewed by the Council.

### **RELATED DUTIES**

- The Council may take on major projects that require duties beyond those described. These will be discussed with the Executive Director as they occur.
- The Executive Director may be asked to seek, apply for and monitor funding for projects
- Have a familiarity and respect for the Champagne and Aishihik First Nations Government and Final Agreement
- Ensure confidentiality is respected, and ethics are protected at all times.