

NEW RELATIONSHIP TRUST

POSITION DESCRIPTION

JANUARY 3, 2020

Position Title: Chief Executive Officer (CEO)	Name of Incumbent:
Branch: Executive	Name & Title of Supervisor: The Board of Directors through the Board Chair
Position Scope/Impact of Error: Accountable to the Board of Directors, the CEO has overall administrative, operational, and strategic responsibility for the New Relationship Trust (NRT). Impact of recommendations, decisions and actions made by the incumbent: Significant	
Position Authority: The CEO is the sole report to the Board of Directors and directs all staff in accordance with motions, policies and further directions of the Board of Director.	
Guided by: Board motions and directives, NRT Act, Workplace and Employment Laws, Government Legislation, Corporate Policies, Procedures and Code of Conduct, and Internal Control and Management Systems.	

Position Location:

North Vancouver, British Columbia

Position Overview:

The CEO supports the NRT’s vision both internally and in relationships with First Nations and government stakeholders. The CEO oversees senior staff to ensure seamless handling of the Trust’s funds in support of the goals, objectives, and mandate of the organization. The CEO ensures strong performance and growth of the organization, develops and achieves work plans and objectives that supports and implements the Board’s motions and directives. He/she will be accountable for internal matters such as corporate administration and investment of funds as well as external matters such as First Nations and government relations and allocation of funds. The CEO leads, directs, coordinates and manages all operations, and administrative matters of the NRT, including staff, budgets, administration, strategic advice, policies and procedures, achievement of goals and objectives and implementation of NRT initiatives.

Specific Accountabilities:

Governance / Leadership

1. Lead, coordinate and manage the NRT and its operations and ensure strong performance and growth of the organization within the parameters established by the Board and its Committees. Responsibilities include, but are not limited to the following:

- a. Understanding the Board's expectations on the Annual Strategic Plan including agenda setting.
- b. Develop and recommend an Annual Strategic Plan with the Board;
- c. Implement the annual Strategic Plan approved by the Board;
- d. In connection with implementing the approved Annual Strategic Plan, develop, implement and as required, update, the following additional plans and strategies in:
 - i. Operational Plan and Annual Budget;
 - ii. Investment and Spending Plans and strategies;
 - iii. Capital Growth Plan, including fundraising and transition plans and strategies that supplement Investment and Spending Plans, to support the NRT's transition to a perpetual fund;
 - iv. Risk Management Plan that identifies principal risks of the business and recommends systems to manage these risks;
 - v. Succession Plan that identifies potential internal candidates for senior management development as well as positions where external recruiting would be required;
 - vi. Communication Plan and strategies to foster and strengthen NRT relationships with First Nations, Government and other stakeholders;
 - vii. Quarterly Progress Reports to the Board on implementation of the Annual Strategic Plan and other plans listed above, with target outcomes, status and timeframes; and
 - viii. Other supporting initiatives;
- e. Work diligently towards motivating and energizing the organization to achieve and implement the NRT's strategic and operational goals, objectives, plans, programs and initiatives;
- f. Develop and recommend NRT corporate and other policies and procedures, including but not limited to:
 - i. corporate governance;
 - ii. social responsibility; and
 - iii. financial reporting;
- g. Comply with and ensure compliance with bylaws, corporate policies, the *New Relationship Trust Act*, and other applicable legal and regulatory requirements; and
- h. As required, seek Board approval for any matters not specifically delegated to the CEO by the Board of Directors or otherwise authorized or approved in existing plans or NRT policies; and
- i. Ensure the safe, efficient operation of the NRT.

2. Provide secretariat support to the Board of Directors, including but not limited to overseeing preparation of:
 - a. the CEO working with the Chair will be responsible for proposing Board agendas;
 - b. meeting kits for Board and Committee meetings, including any background and briefing materials on key issues that may be required to assist Board decision-making;
 - c. minutes of Board and Committee meetings;
 - d. a Board orientation manual or kit for new Board members, and updating the manual or kit as required; and
 - e. assistance with Board recruitment and transition plan to ensure that the recruitment, participation and departure of individual Board members is handled effectively.
3. Attend NRT Board meetings and provide advice to Board of Directors as required.
4. Support the Board's evaluation of the CEO, including self-assessment, updated statement of goals and a detailed evaluation review meeting with the Board Chair.
5. Support the annual review of the CEO job description.
6. Report weekly to the Board Chair on progress, communicate key issues and new potential programs and/or initiatives and seek guidance/consultation where required, etc.
7. Bring thoughtful leadership and best practices to NRT to continually evolve with trends and create opportunities.

Operations / Program Management

8. Oversee the NRT's operations and management of the NRT's day-to-day business affairs, including but not limited to the following:
 - a. Coordinate and manage the NRT's operations and all administrative matters;
 - b. Manage and oversee NRT staff/personnel and contractors;
 - c. Develop and implement operational policies, as required, within the parameters of the authority, if any, delegated to the CEO by the Board of Directors; and
 - d. Manage and oversee NRT programs and develop policies and practices to guide the allocation of funds to First Nations.
9. Evaluate existing NRT programs and recommend revisions, ensure compliance with policies and practices, and develop new programs to support capacity building among First Nations.

Finance

10. Recommend an Annual Budget for Board approval and monitor expenditures and initiate changes as appropriate to ensure that NRT's resources are prudently managed in accordance with approved budgets and current laws and regulations.
11. In managing the NRT's finances:
 - a. Develop and strive to achieve operational excellence targets

- b. Direct and monitor the NRT's activities in a manner that ensures the assets of the NRT are safeguarded and optimized; and
 - c. Ensure the integrity of the NRT's internal control and management systems.
12. Together with the Capital Growth Committee, is responsible for the Capital Growth Strategy to ensure the fund will support future generations by balancing spending with investment. This includes direction of the development and execution of fundraising programs to attract new investors and maximize existing sources. Active pursuit and negotiations regarding funding sources, submitting proposals and grant applications to all levels of government and funding sources is required.
13. Together with the Governance Committee and the Finance Committee, ensure appropriate and timely disclosure of material information. Establish and maintain the internal controls over financial reporting through appropriate policies and procedures to comply with government legislation.

Human Resources

14. Establish and lead an effective, diverse management team. This includes making sure the right people are in the right jobs to support growth goals.
15. CEO is accountable for all staff in accordance with authorized policies and the direction of the Board.
16. Develop and recommend to the Board the overall corporate organizational structure.
17. Foster an organizational culture that reinforces NRT's mission and values, and promotes ethical practices and encourages individual integrity and social responsibility.
18. Set clear goals and hold the management team accountable for the achievement of strategic and operational objectives. Ensure rigor in the recruitment, selection, individual development and the monitoring of executive team members and other senior management personnel.
19. Annually establish and maintain a Board approved Succession Plan for senior management development and business continuity.
20. Ensure compliance with relevant workplace and employment laws of British Columbia.

Community Leadership / Reputation

21. Together with the Board Chair, serve as spokesperson for the NRT, representing the NRT in its interface with Government, First Nations, regulatory bodies and other stakeholders.
22. Oversee the development and implementation of a communications program with the Communications Committee to ensure NRT's mission, vision, programs and impact are consistently presented in a strong, positive image to relevant stakeholders.

23. Ensure effective communications and engagement with the B.C. First Nations to inform and strengthen NRT activities.
24. Build and cultivate effective working relationships and act as a liaison with government agencies, elected officials, funders and the general public.
25. Build respect and raise visibility for NRT by active participation in key associations, community and advisory groups.
26. Promote and protect the NRT's reputation in its markets and with all customers, communities, and government and regulatory bodies.

Knowledge, Experience, Skills & Abilities:

- Post-secondary education, ideally at the Masters level, in business, management, political science or related discipline, or equivalent combination of education and experience;
- A minimum of 10 years of directly related experience at a senior management level with First Nations political organizations, governments and communities and regional, provincial and federal governments and/or in financial services;
- Extensive knowledge and understanding of First Nations and more specifically the nation building and governance aspirations of First Nations in British Columbia;
- Experience working on or with one or more Chairs and Boards of Directors of non-profit, governmental, or non-governmental organizations an asset;
- Demonstrated strategic and analytical critical thinking abilities;
- Excellent communication skills:
 - to optimize interaction with the Board of Directors and Chair of the Board; staff and consultants of the NRT; and the First Nations of British Columbia;
 - excellent communicator with strong public speaking and facilitation skills; and
 - a demonstrated proficiency in written communications including the ability to write clearly and succinctly for a variety of purposes and audiences;
- Demonstrated knowledge of intergovernmental matters and the ability to work collaboratively with federal/provincial colleagues;
- Ability to work with and leverage various strategic partners in the achievement of the objectives of the NRT;
- Knowledge and understanding of financial markets and investments in order to provide oversight of the Management of the NRT Fund;
- Demonstrated high level of financial skills and experience including developing and managing budgets, developing and managing financial policies and investment and allocation of funds.
- Demonstrated leadership, organization, and management skills, including directing and motivating staff, planning, organizing, prioritizing, and scheduling tasks in accordance with strategic and work plans; and the ability to lead a planning process with a senior team;
- Extensive and thorough knowledge demonstrated leadership, organization, and management skills, including directing and motivating staff, planning, organizing, prioritizing, and scheduling tasks in accordance with strategic and work plans; and the ability to lead a planning process with a senior team;
- Significant experience and knowledge in change management;

- Superb interpersonal skills, a strong network of contacts, and proven negotiation and conflict resolution skills;
- Demonstrated superior tact, integrity, diplomacy, judgement, and decision-making skills and abilities;
- Advanced level of knowledge with computer programs such as Excel, Microsoft Word, Power Point, Outlook, email and wireless communications, etc.; and
- Ability and willingness to travel when required, and willingness to work the hours required of a CEO.