

December 2017

## **GENERAL SPECIFICATIONS REGARDING THE EXECUTIVE DIRECTORSHIP OF THE FISA**

### **A. PREFACE**

The Executive Director will be familiar with both the independent and public education systems in BC; will be an advocate for choice in education; and will be familiar with the political system and politics of BC.

### **B. PERSONAL QUALITIES OF THE EXECUTIVE DIRECTOR**

The Executive Director will:

- Be genuinely genuinely dedicated to the causes which the FISA espouses.
- Be a person with proven political acumen and sensitivity, able to establish rapport, and maintain follow-up, at the highest government levels.
- Be self motivated, eager to take initiative, and able to act as a catalyst for unified action.
- Have experience in or with independent schools.
- Be able to act as an effective conciliator.
- Be an effective writer, public speaker, and debater, and be prepared to represent the FISA in a variety of forums.
- Be able to use technology effectively.
- Possess proven administrative ability.

### **C. GENERAL EXPECTATION FOR THE POSITION OF EXECUTIVE DIRECTOR**

The Executive Director will:

- Be available for a full-time position, and free to work very flexible hours.
- Be prepared to seize opportunities as they arise: demonstrating flexibility, initiative and creativity as opposed to rigid application of detailed job specifications.
- Recognize that personal contact with frequent follow-up is more effective than reliance on copious written communication.
- Be willing and able to travel as needed throughout the province.
- Be able to work harmoniously with, and at the direction of, the Board of the FISA.
- Be willing and able to oversee office functions and procedures.

#### **D. POLITICAL ACTIVITY**

The Executive Director will:

- Maintain close contact with BC MLA's and Ministry personnel.
- Make use of every opportunity to promote and publicize the cause of the FISA.
- Maintain active contact with FISA members and local schools as well as non-FISA independent schools and groups, to keep them abreast of political developments and issues affecting independent schools.
- Maintain contacts with provincial and federal organizations concerned with education and comment as needed on the policies and/or proposed bylaws of these organizations.
- Maintain contact with provincial political parties, and attend, as an observer, party conventions and conferences, paying particular attention to education-related policies and issues.
- Monitor Federal decisions, policies and proposals affecting BC education and take appropriate action on the Federal level as needed.
- Encourage individual membership in political party organizations, ensuring that the FISA remains non-partisan itself.

#### **E. OTHER SPECIFIC DUTIES**

The Executive Director will:

- Supervise the activities of the Federation office, including the administration of the administered fund programmes.
- Assist the President and Officers in the preparation of agenda items and materials for the FISA Board and the FISA general meetings.
- Executing the strategic plan with the support of the Board.
- Carry on correspondence on behalf of the Officers and Board, preparing initial drafts of letters, reports and briefs as required.
- Implement an information programme by utilizing regular newsletters, periodic memos, news releases, and websites, and by speaking to groups as requested.
- Assist with the preparation of budgets, and ensure the proper management of financial affairs of the Federation.
- Supervise provincially funded professional development opportunities for independent schools.
- Supervise the Assistant Executive Director and other staff.
- Carry out such specific assignments as are referred by the Officers or the Board.