

**POSITION: OFFICER IN GENERAL SPECIALIZING IN BUSINESS GROWTH AND DEVELOPMENT (Interim)**

**ACCOUNTABLE TO:** President and the Board of Directors

**FUNCTION:** Required to act on behalf of the Board on a month to month basis to ensure the organization stays true to the Mission, Values and Strategic Plan through collaboration with operations as led by the Executive Director. Assist and provide perspective and guidance to Horse Council leadership on business growth and development, crisis management and restructuring, or other issues when requested by a member of staff.

**PRIMARY DUTIES & RESPONSIBILITIES:**

- Participate in monthly executive conference calls or face to face meetings in order to review and approve monthly activities and emerging issues
- Work within the policy framework established by the Board of Directors
- Maintain current knowledge of programs/activities and projects
- Be prepared to work with staff on specific projects or issues when asked by staff
- Commit to the purpose and programs of the organization
- Understand management reports, financial statements and risk management.
- Understand Respect in Sport and all it pertains to in Canada.
- Commit time to other committees, task force, working groups, events & workshops when requested
- Chair committees and/or meetings if requested by the President or as per Bylaws
- Be accessible to members, staff and directors as needed
- Maintain the confidentiality of any information given to the Executive and/or the Board of Directors
- Maintain loyalty to and serve as an advocate of the organization
- Attend all board meetings and participate in proceedings
- Commit volunteer time of a minimum of five to ten hours per month

**RESPONSIBILITIES SPECIFIC TO BUSINESS GROWTH AND DEVELOPMENT**

- Assist in business growth and development
- Assist with crisis management and restructuring planning and response
- Senior corporate management experience sought
- Liaise, assist and support the Executive Director
- Serve on at least one committee, and to actively participate in meetings of the committee

**ATTRIBUTES**

- Ability to work in a team
- Hold a high ethical standard and maintain integrity in professional and personal dealings
- Ability to work under pressure and maintain a calm focus
- Have a well-developed faculty for critical analysis.
- Fulfill commitments within the agreed upon deadlines
- Excellent communication skills
- Vision
- Creativity
- Patience

- Ability to communicate through email and other electronic means
- Some travel required

**TERM:**

- Elected for a two year term – three terms maximum