



Atlantic Division CanoeKayak Canada Executive Vice Flag Officer Position Description

Executive Committee Position Title: Vice Flag Officer

Term: Two Years (renewable for one additional term)

Position Description:

The Atlantic Division CanoeKayak Canada (ADCKC) Vice Flag Officer is the incoming Flag Officer who is mentored to effectively become the leader of the organization at the end of the Flag Officers term. The Vice Flag Officers must be in this position prior to become the incoming Flag Officer. The duties are in line with the current Flag Officers and Past Flag Officers. The Vice Flag is a voting position and is elected to this position by Member Clubs based on the Nominations process.

Position Staff Support:

General Administrator, Director of Strategic Projects, Regional Coach & Facilities Manager.

Accountability:

The Vice Flag Officer is accountable to the members, paddling community, funders, and other stakeholders. The Vice Flag Officer is accountable for the ADCKC's performance in relation to its mission and strategic objectives, and for the effective stewardship of financial and human resources.

Responsibility:

The Vice Flag Officer is responsible for acting in the best long-term interests of the ADCKC and the paddling community and will bring to the task of informed decision-making a broad knowledge and inclusive perspective.

Principle Duties:

- As part of the Executive Committee, the Flag Officer is responsible for making operational decisions based on Board recommendations within his or her authority delegated by the Board. Operational decisions must be made within the parameters of the strategic plan and approved operational budget.
- The Vice Flag Officer leads the Human Resources Committee (includes Past Flag Officer and up to three additional committee members) of the ADCKC and provides Human Resources management to the ADCKC including performance management, hiring, and terminations of key roles and provides support to staff who manage staff functionally. Sets parameters as to who can delegate to staff.
- Responsible for the development and execution of the organization's strategic plan, mission, vision, and values in consultation with various stakeholders.



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- Responsible for the overall financial health and legacy of the organization including overseeing capital asset management.
- The Vice Flag Officer ensures in consultation with the Flag Officer that the following Executive Members, Board Members, their committees, and additional taskforce groups are functioning to their best capacity and have the resources in place to achieve success while monitoring performance and effectiveness:
Executive; Past Flag Officer, Vice Flag Officer, Secretary, and Treasurer.
Board; Chair of Paddling, Chair of External Relations & Media, Chair of Asset Management, Chair of Revenue Development.
- Assists the Flag Officer in the preparation of and participation in Executive/Board meetings and meetings of the membership including the Semi-Annual General Meeting, Annual Meeting, and Special Meetings of the ADCKC.
- Assumes the role of Flag in the Flag's absence.
- Listens to others' views, advocates his/her own, identifies common interests and alternatives and is open to compromise.
- Supports all Governance decisions once made.
- Abides by the by-laws, code of conduct, and policies and procedures of the ADCKC.
- Establish, reviews, and monitors operational policies.
- Assists the Flag Officer in the evaluation of Executive and Board Members through an annual evaluation process.
- Assists in the identification of new Board Members and ensures a succession plan is in place for all Executive and Board Members.
- Acts as an ambassador for the ADCKC.
- Keeps informed about paddling community issues relevant to the mission, vision, and strategic outcomes of the ADCKC.

Qualifications:

The Vice- Flag Officer should have a leadership/managerial background with a strong focus on project, fiscal, and human resource management. An association with CanoeKayak is considered an asset.

Evaluation:

The performance of the Vice Flag Officer is evaluated annually in the context of the evaluation of the whole Executive and Board and is based on the carrying out of duties and responsibilities as outline above.

Removal of a Board Member:

Any Executive or Board Member may be removed from their position in accordance with the policies and by-laws of the ADCKC.



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