

EXECUTIVE DIRECTOR

League of Educational Administrators, Directors and Superintendents (LEADS)

Position Description

1. General Description

1.1 Executive Director (Chief Executive Officer) LEADS.

2. Qualifications

2.1 As required for membership in LEADS, or as set out by the Executive.

3. Reports to

3.1 LEADS Executive, through the President.

4. Goals

4.1 To provide leadership in developing, achieving, and maintaining LEADS programs and services.

4.2 To administer and/or supervise (or cause to be administered and/or supervised) all LEADS activities.

5. Performance Responsibilities

5.1 Attends all meetings of the Executive and serves as ex-officio member of all Executive committees.

5.2 Informs and advises the Executive about programs, practices, and issues for LEADS to consider, and keeps the Executive informed of his/her activities while operating under LEADS authority.

5.3 Recommends areas of policies that may be developed to further LEADS objectives, or recommends revisions or amendments to existing policies.

5.4 Acts as an advisor/consultant to the membership in the area of contracts, benefits, and legislation.

- 5.5 Provides support during termination of contract proceedings of LEADS members, including authorization of legal assistance to the limit established by the Executive.
- 5.6 Provides initial adjudication of complaints against LEADS members, and has the authority to declare a complaint frivolous/vexatious, and to dismiss said complaint (and report such to the Professional Relations Committee), or to forward said complaint to the Professional Relations Committee.
- 5.7 Represents LEADS on various committees, at conventions, and at seminars as required and appropriate.
- 5.8 Oversees preparation of membership lists, receipt of fees, and directory.
- 5.9 Prepares a preliminary budget for consideration and discussion by the Executive.
- 5.10 Prepares the agenda for Executive meetings and circulates the agenda and relevant documentation to the Executive in advance of the meeting.
- 5.11 Distributes notices for the Annual Policy Conference, Summer Short Course, and other LEADS conferences or seminars, and coordinates planning said events.
- 5.12 Keeps the membership informed regarding the operation of LEADS.
- 5.13 Ensures the business of LEADS is conducted consistent with the LEADS Act, bylaws, and policies.
- 5.14 Acts on own discretion as necessary in any matter not covered by the LEADS Act, bylaws, or policies, and reports such action(s) to the LEADS President and Executive.
- 5.15 Carries out directives of the Executive and maintains associated minutes, records, files, and correspondence.

- 5.16 Represents LEADS with the public and maintains a program of publicity and public relations as appropriate and approved by the Executive.
- 5.17 Demonstrates an understanding of the organization as a whole, and how the various parts of the organization relate to and affect each other.
- 5.18 Coordinates liaison among LEADS and the Saskatchewan School Boards Association, the Saskatchewan Teachers' Federation, the Saskatchewan Association of School Board Officials, and the Saskatchewan Ministry of Education, as well as other organizations that interact with LEADS.
- 5.19 Meets regularly with Executive Directors of the Saskatchewan School Boards Association, the Saskatchewan Teachers' Federation, and the Saskatchewan Association of School Board Officials, as well as the Saskatchewan Ministry of Education, and reports pertinent discussions to the Executive in a timely manner.
- 5.20 Confers regularly with colleagues in like-organizations in British Columbia, Alberta, and Manitoba.
- 5.21 Assumes responsibility for the investment and management of all organizational funds.
- 5.22 Maintains a close working relationship with the LEADS President and President-elect.
- 5.23 Negotiates and monitors a contract of employment with the LEADS Executive Assistant.
- 5.24 Performs other duties that the Executive may delegate.

Approved March 5, 2017
LEADS Annual Policy Conference
Regina, Saskatchewan