



CAUL-CBUA Executive Director Position Description

Purpose

The CAUL-CBUA Executive Director plays a leadership role in support of the organization's mission, vision, and strategic directions, and manages and engages actively in its administration and operations.

Accountability

The Executive Director reports to the Chair of CAUL-CBUA and works closely with the Board and all of the groups comprising CAUL-CBUA's governance structure.

Key Responsibilities

Under the authority of the CAUL-CBUA Board, as outlined in the ByLaws, policies, and procedures, the Executive Director has the following key responsibilities:

- Working with the Board, ensures that the mission, goals, strategic directions and programs of CAUL-CBUA are clearly defined and supported.
- Provides support to the Board and leadership in the appropriate development of CAUL-CBUA policies, plans, budgets, strategies and services.
- Provides oversight for contractual relationships established by CAUL-CBUA, including all procurement, the negotiation of new contracts and licenses, and management of members' e-resources annual expenditures.
- Explores funding opportunities and manages all aspects of grant writing, expenditures and reporting, to support new and existing programs.
- Leads, manages, evaluates and reports on a variety of ongoing CAUL-CBUA programs, and supervises staff with responsibilities related to those programs.
- Nurtures the CAUL-CBUA culture of significant shared involvement among university library staff from throughout the Atlantic Region.
- Collaborates with each member of the Executive Committee, contributing effective organizational support for their responsibilities as Executive officers, Standing Committee chairs and project leaders; this includes meeting arrangements, minute-taking, report-writing and other follow-up as required.
- Manages and determines requirements for the staff, budget and assets of CAUL-CBUA to accomplish the programs of the organization.
- Working with the CAUL-CBUA Treasurer, ensures that preparation and presentation of CAUL-CBUA's budgetary and planning requirements are carried out in a manner supporting full accountability and transparency to members.
- Ensures that CAUL-CBUA carries out its operational responsibilities in accordance with any contractual obligations.

- Ensures effective records management of CAUL-CBUA including official documents, membership lists, bylaws, rules of order, standing rules, minutes of all meetings, contracts and accounting records.
- Maintains effective relationships with CAUL-CBUA member libraries and related organizations and associations.
- Represents CAUL-CBUA to government organizations, other related organizations and the media.
- Collaborates effectively with other consortia, national and international, and related organizations such as the International Coalition of Library Consortia (ICOLC), to support the mission and goals of CAUL-CBUA.
- Identifies potential partnerships and promotes partnership arrangements with other groups and communities which share similar issues and goals.
- Provides leadership in advocacy activities by conducting environmental scans with key decision makers, researching priorities and strategic interests of groups/individuals of influence to determine CAUL-CBUA's strategy, issues to pursue, and implementation of advocacy activities.
- Provides oversight and support for the administration of meetings, programs, workshops, other events and activities as appropriate.
- Ensures the development and on-going maintenance of effective communications within CAUL-CBUA, with various levels of government and with other related stakeholders, to advance and enhance awareness, understanding and support of CAUL-CBUA's mission, goals, strategies, services and performance.
- Maintains the CAUL-CBUA website.

Contacts

The Executive Director will maintain regular internal contacts to provide leadership and direction, and to obtain input and guidance, with:

- The CAUL-CBUA Board;
- The Executive Committee;
- Directors of member institutions;
- Chairs of the CAUL-CBUA committees; and
- Staff at Interuniversity Services Inc. (ISI)

The Executive Director will maintain regular external contacts, to represent CAUL-CBUA, share expertise, contribute to and discuss new policies, directions, and collaborative efforts, with appropriate officials in related organizations.

Qualifications and Skills

- Strategic and innovative thinking
- Communication and collaboration
- Leadership and advocacy

- People development
- Operations management
- Member and partner relations

Education and Experience

- Significant experience in a university library, academic environment and/or relevant association, demonstrating progressively increasing administrative responsibilities, including collaborative leadership, effective budget development and fiscal and human resource management.
- Master of Library and Information Science or equivalent postgraduate degree, or relevant postgraduate degree plus several years of strong relative experience.
- Strong senior leadership abilities with superior communication skills, oral and written.
- Strong planning, organizational and effective time management skills; ability to balance varying priorities and assignments.
- A demonstrated interest and engagement in contemporary issues, trends, and best practices affecting academic libraries and scholarly communication in Canada, along with demonstrated ability to articulate, advise, and contribute to the national and international dialogues on behalf of CAUL-CBUA.
- Demonstrated ability to develop and implement financial strategies for libraries, including cost-sharing and grant-writing.
- Ability to proactively develop and maintain effective working relationships with Board members, constituents, colleagues, and other stakeholders.
- The job involves supervising staff and requires some travel within Canada and abroad to represent CAUL-CBUA at library conferences, etc.

Preferred Experience

- Significant experience working with library consortia.
- Experience working with Boards.
- Experience with electronic resource license negotiation and familiarity with all aspects of electronic resource management practices at academic libraries.
- Experience with advocacy to funding and government entities.
- Ability to communicate in both official languages.