

Position Description

EXECUTIVE DIRECTOR FOR THE CANADIAN ACADEMY OF HEALTH SCIENCES

This experienced senior manager reports to the CAHS Board and is responsible for all operations and business functions of the CAHS working closely with the Secretariat services provided by the Council of Canadian Academies (CCA). The following describes these responsibilities:

- Oversees the management of finances, human resources, communications and government relations, the annual general meeting and Forum, the annual CAHS Fellowship nomination and adjudication process, and day-to-day office administration;
- Represents the CAHS at meetings as designated by the Board including with officials from government and its agencies, other Academy members of CCA, public and private organizations;
- Assists in the planning and execution of fund-raising and revenue generation;
- Executes Board plan for strategic partnering with specific organizations;
- Hires and oversees the function of the “lean” management team including the Executive Assistant to the President and other personnel as approved by the Board;
- Prepares the Annual Report for the CAHS and any other materials including marketing and media releases in collaboration with the Standing Committees of the Board;
- Provides advice to the Board about strategic planning and implementation including infrastructure support.

In addition, depending upon the Executive Director’s training, expertise and previous experiences, the person in this role may:

- Lead and/or participate in the communications strategies for the CAHS including communications with:
 - Fellows of the CAHS
 - Potential partner and collaborative agencies (to engage them in working with the CAHS)
 - The broader community (to disseminate the work of the CAHS and its fellows)

April 2019