
Executive Director Job Position

Manitoba Federation of Independent Schools will be referred to as “MFIS” in this document.

Purpose of the Position

The purpose of the position of Executive Director according to By-law No. 1, 2007 is, “to assist in carrying out the objective of the Manitoba Federation of Independent Schools and the functions of the governance...”

POSITION SUMMARY

The Executive Director is required to be informed of everything that goes on in the organization. This includes staff, membership, budget, assets, and all organizational resources, to help make the best use of them and allow MFIS to meet its mandate.

The Executive Director of MFIS is:

- Granted the authority to act on behalf of MFIS to provide leadership, direction and support to MFIS and its member schools;
- A non-voting ex-officio member of the Board of Directors and an officer of the Federation;
- A non-voting ex-officio member of all committees, task forces and other bodies appointed or established by and accountable to the Board of Directors;
- Employed by MFIS’s Governance Committee;
- Dismissed by MFIS’s Board of Directors.

POSITION RESPONSIBILITIES

The Executive Director’s responsibilities include:

FINANCE

- Administer the receipt and distribution of any funds forwarded to MFIS from government or other funding sources, including all cases in which funds are required to be remitted to various Members and non-Members of MFIS engaged in the delivery of educational services to students in the Province of Manitoba;
- Ensure that records of all financial transactions pertaining to this office are managed in accordance with all requirements pertaining to such;
- Report MFIS’s financial status to the Audit & Risk Committee at its scheduled meetings and at such other times as may be requested.

BOARD OF DIRECTORS AND COMMITTEES

- Establish with the Board of Directors, and various committees, a schedule of meeting dates. Oversee organization of MFIS events and meetings;
- Ensure proper notification of all MFIS meetings and/or events is provided to the appropriate Directors, committee members and/or Membership, as required;
- Attend all;
 - Board of Directors and committee meetings
 - Events and meetings of the member schools including but not limited to the MFIS Annual Dinner, the Annual General Meeting (AGM) of MFIS, and Special Meetings of the Members

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- Provide reports to the Governance Committee, the Board of Directors and the Membership at the AGM;
- Propose agenda items to the Board of Directors, and various committees, reflecting issues, opportunities, and priorities;
- Ensure that proper and accurate records of all meetings of the Federation, the Board and the committees are kept;
- Ensure that the actions and motions of the Board of Directors, and various committees, are carried out;
- Assist the Board of Directors in developing and maintaining the Federation's vision, mission and goals, including the corresponding strategies and plans to achieve them;
- Develop policy recommendations for consideration by the Board of Directors, and various committees, as appropriate.

PUBLIC RELATIONS

- Promote Independent Education in Manitoba;
- Develop and maintain a profile and relationships by representing MFIS to other Federations, all member schools within Manitoba, and in other provinces, as applicable;
- Be the voice of MFIS to the Department of Education and other relevant government bodies;
- Represent MFIS on external committees;
- Engage with other Provincial Federations working as an ambassador for MFIS.
- Under the direction of and in collaboration with the Board of Directors, represent MFIS in responding to media inquiries and conducting media relations.

DAY TO DAY FUNCTION OF MFIS OFFICE

- Ensure MFIS's compliance with all statutory requirements;
- Act as signing authority for banking transactions, contracts, documents and instruments in writing on behalf of the Federation;
- Maintain proper custody and use of the seal of the Federation;
- Maintain MFIS's archives;
- Respond to routine correspondence and inquiries from government, Members or the general public;
- Manage the ongoing development and maintenance of MFIS's website;
- Hire staff as necessary to accomplish the Federation's vision, mission and goals, including the corresponding strategies and plans;
- Perform such other duties as required that pertain to this office.

MEMBER SCHOOL SERVICES

The Executive Director manages the following Member School Services:

- Basic, Revitalization and Special Project French grants;
- Professional Development events;
- Research and networking on behalf of member schools;
- Communication of news related to Independent Education in Manitoba;
- Serves as a resource for member schools.