

Executive Director Roles and Responsibilities

The Executive Director is Basketball PEI's senior staff person, and as such, is responsible for ensuring that all orders and resolutions of the Board of Directors are carried out in addition to ensuring that all required day-to-day operational and administrative activities are completed. The Executive Director reports directly to the President of Basketball PEI and is accountable to the Executive and to the Board of Directors.

The Executive Director will often also act as Basketball PEI's Technical Director. Where there is a separate Technical Director on staff, whether paid or volunteer, the Executive Director will be responsible for the Technical Director and any other staff that may be brought on board from time-to-time.

The Executive Director's primary responsibilities are the following:

- Facilitates the preparation of an annual report for the Annual General Meeting (AGM) and is responsible for scheduling and organizing the AGM.
- Schedules and organizes all Board and Committee meetings throughout the year.
- Serves as an ex-officio member of the Board of Directors, Executive, Minor Basketball Council, and all Basketball PEI Committees.
- Assists the President and Committee Chairs in preparing Board, Executive, and Committee meeting agendas and other administrative activities.
- Acts as the registrar of Basketball PEI.
- Prepare submissions for all external funding agencies, including the provincial and federal governments, etc. and completes the necessary reports and applications associated with said programs.
- Prepares an annual report on Minor Association, team, athlete, official, and league registration.
- Be an official delegate at the Canada Basketball AGM.
- Represents Basketball PEI at annual Executive Director meetings.
- Is responsible for keeping the Basketball PEI Policy and Operations Manual current.
- Attends all meetings as required, and works with the Basketball PEI Secretary to ensure that accurate and complete Board and AGM minutes are maintained.
- Represents Basketball PEI in its day-to-day business with outside agencies and corporate partners.
- Develops and fosters a positive, strong public image for Basketball PEI with its partners and clients.
- Coordinates all marketing and fundraising programs under the direction of the applicable Basketball PEI Committee(s).
- Works closely with the Treasurer to ensure that annual operating budget targets are met and accurate financial records are maintained and presented for an annual independent review.
- Works with the Executive to establish an annual budget for approval at the AGM.
- Is aware of the Basketball PEI financial situation/status at all times and operates accordingly.
- Follows established and approved financial control systems including reconciliations, expense claim reports, contractual arrangements, and others.
- Reviews the constitution and bylaws and other instructions/procedures on a regular basis and recommends amendments to the Board, as required.

- Ensures that all programs and plans align with the organization's goal of continual development and enhancement of basketball on Prince Edward Island.
- Acts as a liaison with the Board of Directors and Basketball PEI Committees relative to their respective mandate areas and with the officers in relation to the overall operation.
- Serves as a liaison with Canada Basketball, Provincial and National PSOs, and other organizations as required.
- Maintains an accurate inventory/record of Basketball PEI property and resources.
- Serves as the central contact point/clearing house and permanent address for Basketball PEI.
- Creates and maintains an accurate Executive, Board, and Committee organization chart.
- Coordinates press releases to media and the Basketball PEI website related to Basketball PEI programs and events.
- Is responsible for athlete, coach, official, and Minor Association registration and fee collection functions.
- Maintains an updated registration/membership list (database/spreadsheet).
- Maintains the integrity of the constitution of Basketball PEI.
- Provides recommendations for strategic planning and related tasks.
- Maintains and updates the Basketball PEI website.
- Assists with the organization and promotion of all Basketball PEI special/major events, e.g. Red Rock and basketball clinics/camps.
- In conjunction with the applicable Basketball PEI Committee(s), assists in bid preparation for major events including Eastern Canadians/Atlantics and National Championships.
- Is responsible for securing facilities and other resources for special/major events.
- Is ultimately responsible for overseeing the activities of all Provincial Teams and is responsible for executing a variety of facility and travel bookings for said teams.
- Ensures that the Board is updated and informed of basketball development initiatives and issues.
- Works closely with the PEI Basketball Officials Association (PEIBOA).
- Works closely with the President, Board of Directors, and the applicable Committees in establishing expansion strategies for new development programs.
- Coordinates the delivery of Basketball development programs, clinics/camps, Provincial Championships, and major tournaments.
- Assists Minor Basketball Associations (MBAs) with organization development.
- Assists MBAs with promotion of Island-wide Minor Basketball Registration Day.
- Works closely with MBAs to promote minor basketball programs and other Basketball PEI-sponsored programs and initiatives.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job description. This person may be required to perform additional duties outside of their normal responsibilities from time to time, as needed.

Technical Director Roles and Responsibilities

Under normal circumstances, the Executive Director is also required to serve as Basketball PEI's Technical Director. The Technical Director is responsible for the planning, organization, implementation, monitoring, and evaluation of all development and educational programs for coaches and athletes at all levels. The Technical Director will manage the hiring/development of the coaches/Course Facilitators for the National Certification (NCCP), Basketball PEI Provincial Teams, and Basketball PEI-sponsored clinics/camps. They will also work directly with Minor Basketball Associations (MBAs), clubs, and organizations throughout PEI to assist them with coach and player development opportunities.

Where the Executive Director and Technical Director are a combined role, this individual reports directly to the President of Basketball PEI and is accountable to the Executive and to the Board of Directors. Where the Technical Director is a separate role, this individual will report to the Executive Director and is accountable to the President, the Executive, and the Board of Directors.

Under this role, the individual is responsible for the following:

- Represents Basketball PEI at annual Technical Director meetings.
- Helps to develop and foster a positive, strong public image for Basketball PEI with its partners and clients.
- Plays a support role on the coordination and delivery of basketball development programs, clinics/camps, Provincial Championships, and major tournaments.
- Assists MBAs in identifying athlete/coach/official development needs.
- Assists MBAs with the implementation of the Canada Basketball curriculum.
- Ensures programs are planned on a timely basis and that information protocol guidelines are followed.
- Works closely with the Provincial Team staff in coordinating identification and final selection camps/tryouts.
- Supervises Provincial Team coaching staff and ensures the approved curriculum and protocols are being followed.
- Develops and maintains a Player and Coach Program Manual for all Provincial Teams.
- Works closely with Provincial Team coaching staff in establishing the training schedule and format.
- Coordinates the flow of information to all coaches, participants, parents and Canada Basketball re: Provincial Team programming.
- Coordinates gym/facility bookings for Basketball PEI teams and programs.
- Works closely with Canada Basketball on athlete/coach/grassroots development programs and initiatives.
- Coordinates and administers coach and athlete contracts/code of conduct.
- In coordination with the applicable Basketball PEI Committee, is responsible for the annual selection of Provincial Team coaching staff.
- Assists in all functions regarding the education and development of coaches.
- Coordinates the delivery and development of all NCCP courses and Basketball PEI coaching clinics.
- Is responsible for booking facilities and Learning Facilitators for coaching courses.
- Is responsible for updating and managing the NCCP-CAC Locker System/database.

- Improves and develops Basketball PEI coach resource materials with an emphasis on electronic information.
- Is responsible for developing proposals and applications for any external funding programs and grants as they relate to coach/player development.
- Assists the Executive Director in completion of the annual Basketball PEI Business Plan and budget.
- Answers inquiries of a technical nature from the membership, staff, and general public.
- Liaises with all levels of Basketball organizations as required.
- Ensures the Basketball PEI Board is updated and informed of basketball development initiatives and issues at all times.
- Works closely with the Executive Director to insure annual Basketball PEI operating budget targets are met for all programs related to coach/player development.
- Ensures Provincial Team programs operate within budget guidelines and follow all policies and procedures as per the Basketball PEI financial control system.
- Follows established and approved financial control systems including reconciliations, expense claim reports, contractual arrangements, and others.
- Provides or coordinates various administrative duties as requested by the Executive Director.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job description. This person may be required to perform additional duties outside of their normal responsibilities from time to time, as needed.