FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

<table>
<tr><td rowspan="3">POLICY:

HIRING: EXECUTIVE DIRECTOR
Exhibit: Job Description</td><td></td><td>POLICY NO: HR: Exhibit</td></tr>
<tr><td>DATE Issued:
March 16, 2022</td><td>PREVIOUS POLICY NO/NAME:</td></tr>
<tr><td>DATE Reviewed/Revised:
February 26, 2024</td><td>RELATED DOCUMENTS:
Hiring Executive Director</td></tr>
<tr><td>APPROVED BY:

Board of Directors</td><td colspan="2">DISTRIBUTION: Human Resources

APPLICATION: Out of Scope Employees</td></tr>
</table>

Position Title: Executive Director Agency: Family Visions Inc. (FVI)
Reports to: Board of Directors

Position Summary
The Executive Director:

- Will support the Board of Directors through open and frequent communication
- is responsible for the successful leadership, overall day to day management, and operations of the organization according to the strategic plan, and policies set by the Board of Directors
- is responsible for policy implementation and effective management of Family Visions Incorporated (FVI) and all its programs
- is responsible for the overall planning, development, and implementation of appropriate programs to enhance the cognitive, physical, social, and emotional needs of Supported Individuals
- will adhere to Department of Family Services and Consumer Affairs and governing policies
- represents the organization to the greater community to further partnerships, advocacy objectives, programing initiative and community partnership goals

Leadership
Organizational

- Provides ongoing leadership to the organization by promoting FVI mission, vision and values
- Communicating with the Board of Directors, works to develop and implement an effective business and strategic planning process that will identify areas for program growth and development which are consistent with FVI's mission, vision and values.
- Attends all meetings of the Board to help facilitate the business of the Board.
- Create and model a climate of respectful positive relationships among staff and volunteers within FVI
- Develops and maintains positive public relations with community, support networks, business, external agencies, funding bodies and other professionals to further the work of FVI and its presence within the community.
- Advocates for diversity, equity, inclusion

- Under the direction of the Board, set specific organizational goals and outcomes within the Strategic Plan
    - set program goals
    - Identify the required resources to achieve goals
    - Communicate with key stakeholders and external agencies to identify the changing needs of the community served by FVI

Supported Individuals

- Focuses on the needs of FVI individuals and anticipates, understands, and responds to the needs of individuals with intellectual disabilities to meet or exceed their expectations within organizational parameters.
- Oversee planning, implementation and evaluation of the organization's programs and services
- Ensures the implementation of Manitoba Family Services and Housing standards, policies and procedures
- Work collaboratively with provincial agencies as required
- Work to ensure resources are effectively aligned to support the individuals whom FVI serves.
- Advocates for full community participation ensuring FVI operates in a manner that will empower individuals to achieve their personal outcomes.

Community Relations/Advocacy

- Under the direction of the Board of Directors. participate in networking and community relations activities on behalf of the organization
- Communicate with stakeholders to keep them informed of the work the organization and to identify changes in the community serviced by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve the goals of the organization
- Promote community awareness of the organization and its programs

Operational Planning and Management

- Ensure the agenda is prepared in consultation with the Board Chair and distributed; prepare and distribute the meeting package with relevant documents from the Board Secretary and FVI Accountant/Payroll Administrator one week prior to Board meeting date
- Ensure the Board is advised on all relevant changes in legislation or licensing requirements and any internal or external issues potentially impacting the organization
- Provide a monthly report on the operations of the organization for board meetings
- Conduct official correspondence on behalf of the board when appropriate and jointly when appropriate
- Under the direction of the Board of Directors, act as the primary point of contact and liaison with the Department of Families
- Review and analyze reports and records related to the operation and delivery of services
- Maintain all administrative and financial systems of FVI, ensuring required reports and documentation are accurate and completed for required deadlines

- Oversee the efficient and effective day-to-day operation of the organization
- In cooperation with the Board Governance Committee craft policies for the approval of the Board and prepare procedures to implement the organizational policies
- In cooperation with the Board Governance Committee, review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Implement and monitor compliance of policies on behalf of the board. Ie communicate new policies and procedures to employees, providing training as required
- Ensure regular amendments to employee handbook/manual as required
- Ensure that personnel, client and volunteer files are maintained and securely stored, and privacy/confidentiality is maintained
- Assist the board of directors in obtaining Board orientation/training to ensure best practice as needed
- Respond to all inquiries from prospective clients, current clients and/or regulatory bodies within two business days

Human Resources

Hiring Authority

- Determine staffing needs, recruit, hire, and releases employees based on the FVI and MGEU Contractual agreement or following personnel FVI Board approved personnel policies for Out of Scope Employees
- Oversee the implementation of the FVI Human Resources policies, procedures and practices including the development of accurate job descriptions for all employees.
- Responsible to ensure that the FVI and MGEU Contractual agreement or FVI Board approved personnel policies for Out of Scope Staff are followed for the recruitment, interview and selection of employees
- Administer employee salary increases based on the organization's personnel policy guidelines, budget, and negotiated collective agreements
- Participate on the management bargaining committee during collective bargaining with MGEU
- On behalf of FVI liaise with MGEU in all matters related to the collective agreement and in-scope employees
- Inform the Board of any gaps in the hiring process
- Ensure that all newly hired employees complete all paper work, provide a satisfactory Criminal Record Check, Drivers Licence, Drivers Abstract and Vehicle Insurance, and receives an orientation and any required training prior to commencing employment with the organization.
- Monitor and evaluate new employees prior to the completion of his/her probationary period.

Management of Employees

- Maintain accurate and up to date employee records in a safe confidential manner
- Assess, develop, and implement reasonable accommodations for employees requiring accommodation in accordance with Manitoba Human Rights Code obligations
- Ensure that all employees sign-off on key policies on policy prescribed anniversary dates (code of conduct, confidentiality, status and standing, workplace harassment, CCEYA policies etc.)
- Delegates responsibilities to the Program Managers and Team Leaders

- Implement a performance management process for all employees which includes monitoring performance of Program Managers and Team Leaders on an on-going basis and conducting an annual performance review
- Train, coach and mentor employees as appropriate to improve performance
- Set clear, results-oriented goals, with realistic and measurable outcomes
- Address performance issues, concerns, and follow prescribed steps of progressive discipline policy when required
- Respond to employee-related issues or problems as they arise; facilitate conflict resolution
- Responds to and effectively manage reports related to maintaining a Respectful workplace: Addressing & Preventing Harassment (Policy)
- Maintain appropriate documentation and records of all evaluations, disciplinary and coaching /mentoring discussions
- Consult with the President of the Board regarding any significant concerns regarding employee performance or behaviour
- Conduct Team meetings throughout the year
- Ensure employees are aware of any new FVI policies or legislative requirements and that the appropriate training is provided
- Document all staff meetings and training workshops provided by the organization
- Provide professional development opportunities for all employees either in the centre or through attendance at seminars, workshops, webinars and courses

Financial Management

- Oversee the financial viability of the organization through budget management in the areas of invoicing, balancing revenue and expenditures
- Along with the FVI Bookkeeper, manage accounts receivable and accounts payable reporting to the Board monthly
- Review income and expense and budget status with the Bookkeeper and FVI Treasurer
- With the Treasurer/Board formulate the annual operating budget according to provincial funding guidelines to submit to the Board of Directors for approval
- Complete all financial documentation required by funding bodies
- Submit FVI annual budget and quarterly reports to Department of Families as required
- Implement the Board's policies for the allocation and distribution of resources
- Administers the finances of the organization according to the budget approved by the Board
- Ensure that fraud awareness practices are implemented at all times
- Along with the FVI Treasurer develop sound bookkeeping and accounting procedure and ensure they are followed
- Monitor and pursue alternate funding as appropriate opportunities are identified
- Monitor current sector salary scales to ensure that the organization remains competitive
- Works with the auditor to ensure the timely preparation of all financial statements and tax returns
- Along with the Bookkeeper and FVI Treasurer work with the auditor to ensure records are complete and accurate

Facilities Management

FVI endeavors to present a professional, credible image to the public, and to maintain an environment appropriate to daily living of Supported Individuals

- Provide, procure and develop within the context of FVI effective and efficient facilities management services, based upon best professional and business standards Oversee maintenance of the physical structures of properties owned or rented by FVI
- Plan corrective or preventative infrastructure maintenance funding to address the 'life cycle' requirements of housing, furnishings, household goods, vehicles, office furnishings and hardware
- Plan and manage effectively in accordance with the FVI budgetary requirements to use available resources
- Presents a budget proposal to FVI Board for consideration of maintenance requirements
- Liaise with Department of Families and the Supported Individual to provide appropriate furnishings and household goods
- Ensures signage inside and outside of buildings, in parking lots and on FVI vehicles will be standardized for readability and legibility. All signage, including building identification, public information and directional, should enhance familiarization with FVI, and contribute to its aesthetic appeal.
- Ensure that all physical changes, including major maintenance, alterations, renovations, and upgrades to FVI facilities meet building, fire, and safety code requirements; address construction standards and Occupational Health & Safety requirements, and Department of Families regulations
- Serve as FVI point of contact for consultants, city planners, Department of Families personnel, engineers, and architects to provide environmentally sound practices, for upgrades, renovations, and new constructions with energy efficient equipment, controls, and management.
- Ensure that equipment used in FVI facilities for daily living, maintenance, are in accordance with best practices, building codes, and equipment specifications.
- Assign clear responsibilities to Program Managers and Team Leaders for reporting facility management issues in order to ensure FVI standards are met and appropriate and effective decisions are made.

Risk Management

- Identify and evaluate the risks to the organization's clients, staff, management, volunteers, property, finances, goodwill and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and employees understand the terms, conditions and limitations of the insurance coverage
- Provides regular and reliable reports on the organization to the Board
- Assesses and report any financial risks or changes in funding

Educational and Professional Certification

- A post-secondary degree or diploma within Social Services and/or Business Administration
- a satisfactory Criminal Record Check, Drivers Licence, Drivers Abstract and Vehicle Insurance
- Demonstrated understanding of adults living with cognitive challenges and/or physical disabilities
- Knowledge and understanding of basic accounting principles and auditing procedures
- Strong verbal and written communication skills

Preference will be given to individuals who demonstrate:

- A minimum of three years experience within the non-profit sector
- Demonstrated experience and skill in managing a community-based non-profit, organization including financial management, human resource management, governance, strategic planning, fund development, community development, marketing promotion, social media and program evaluation
- proven experience in grant writing, program development and reporting.
- Proven success in the identification, cultivation and management of relationships across key stakeholder groups and sector partners.