

7.6 ROLES AND RESPONSIBILITIES OF SENIOR MANAGEMENT

Purpose: Under the supervision of the board of directors, Senior Management will direct, control the management, administration and operation of the funded Early Childhood Services Program provided by G.R.I.T. Calgary Society

Policy: To ensure that the roles and responsibilities of Senior Management are a to promote good governance in the conduct of G.R.I.T. Calgary Society, especially those related to programs and administrative matters.

Procedures: To achieve such values Senior Management of G.R.I.T. Calgary Society will:

1. Adhere to the board approved operating budget
2. Advise the board in a timely fashion of any significant potential variances in relation to such operating budget, along with any suggested resolutions.
3. Ensure board financial policies are being followed
4. Prepare, or supervise the preparation of, all financial reports for the board
5. Monitor that all internal controls are being followed and that appropriate segregation of duties are in place
6. Ensure appropriate and approved signing authorities are in place
7. Perform random internal review/audits as required
8. Communicate policies and procedures and manage changes
9. Demonstrate and promote a positive culture through behaviour and compliance with policies and procedures
10. Be committed to the values of G.R.I.T. Calgary Society and its policies and procedures
11. Implement policies, programs, and plans
12. Appoint all staff other than the Executive Director
13. Monitor efficiency of all processes and create a positive work environment
14. Provide leadership to all staff and volunteers

Job Title:	<i>Executive Director</i>
Reports To:	The Board of Directors
Purpose:	<p>The Executive Director is accountable to ensure the delivery of service to children and families in accordance with the Mission, Vision, Values, operational goals, and the Board's strategic direction. Overall responsibility for processing and reporting of finances to the Board Treasurer.</p> <p>Provision of family focused programs, individual follow up to families requiring support and advocacy and intake of students entering the G.R.I.T. Calgary Society – the Program</p>
Job Requirements:	<ul style="list-style-type: none"> ● Degree in education, social work, or related field as a minimum. ● Minimum of five years in a progressively responsible management position managing a complex human service organization. ● Demonstrates practice that: promotes inclusion, family-centered service, empowerment, play-based learning, positive belief in each child's growth and development, lifelong learning, and empowering parents. ● Comprehensive understanding of early childhood development community programs for families with a young child who has complex needs. ● Comprehensive understanding of and experience with Alberta Education funding criteria, policies, and grant application. ● Strong understanding of systems of financial accountability, budget planning and financial controls. ● Experience in developing policy and procedures. ● Strong communication and interpersonal skills. ● Demonstrates strong "values-based" leadership skills. ● Sign Oath of Confidentiality
Job Responsibilities:	<p>Responsibilities to the Program:</p> <ul style="list-style-type: none"> ● Provide vision, leadership, and guidance in managing and directing all aspects of service delivery and day-to-day operations. ● Approves and monitors all financial activities. ● Ensures maintenance of records, reports, and systems in accordance with Alberta Education and Program policy. ● Ensures the development and implementation of the Program annual operational goals and Board goals. ● Adheres to the Program's values and best practice standards. ● Develops effective relationships with Alberta Education managers, early education organizations/ programs, school districts, community partners, advocacy groups, and the public at large. ● Leads the development and implementation of long-range vision and strategic planning. ● Reviews policies and procedures annually. ● Represents the vision and mission of G.R.I.T. Calgary Society through community engagement and provides leadership in community collaboratives in support of public awareness and advancement of early learning and care policies.

	<p><i>Responsibilities as the Employer:</i></p> <ul style="list-style-type: none"> ● Responsible for the human resource management and supervision of professional and support staff, ensuring the hiring, supervision, and evaluation of staff. ● Responsible and accountable for all financial aspects of the program. <ul style="list-style-type: none"> ○ Ensure accuracy of and distribute T4 slips. ● Communicate regarding changes to key employee information including absence, resignation, change in benefits, or hours of work in accordance with Program policy. ● Oversee detailed records of overtime, sick leave, and other employment benefits ● Responsible for ensuring the Program complies with Alberta Employment Standards and other applicable employment and human rights legislation. ● Ensures performance appraisals are completed in accordance with policy, procedures, and timelines ● Coordinates all aspects of intake of new children entering the Program ● Coaching and problem solving with team members around family related concerns <p><i>Responsibilities to the Board</i></p> <ul style="list-style-type: none"> ● Reports regularly through the Board President and ensures the Board is informed of Program activities. ● Advises the Board promptly of any developments affecting the Program or its well-being. ● Interacts with Board members, Board President, Alberta Education staff, community referral/service agencies and their representatives, School District personnel, community programs and advocacy groups serving young children and their families and public at large. <p><i>Family Support:</i></p> <ul style="list-style-type: none"> ● Assist families by advocating on their behalf and supporting their development and confidence in their advocacy effort. ● Support staff and families at times of bereavement and loss. ● Collect and share information regarding community family support and how to access such support. ● Refer families to other programs and supports as per needs identified.
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Job Title:	<i>Program Administrator</i>
Reports To:	Executive Director
Purpose:	<ul style="list-style-type: none"> ● The Program Administrator is accountable to ensure the delivery of service to children and families in accordance with the Mission, Vision, Values, operational goals, and the Board's strategic direction. ● Provision of family focused programs, individual follow-up to families requiring support and advocacy and intake of students entering the G.R.I.T. program. ● Provides reception and oversees administrative and secretarial duties for the Program. Provides leadership in the area of special programming events and community sponsorship
Job Requirements:	<ul style="list-style-type: none"> ● Education: Diploma/Degree in Education Field, Social work, or related field. ● Education and experience in Fundraising ● Experience: Minimum of five years' work experience in secretarial and reception positions; as well, experience with computer/word processing systems ● Own vehicle ● Sign Oath of Confidentiality
Job Responsibilities:	<p><i>Program Responsibilities:</i></p> <ul style="list-style-type: none"> ● Typing, photocopying and distribution of reports and letters, e.g., IPP's, Year End, Transition, release forms etc. ● Management of G.R.I.T. Calgary promotional items (e.g., Brochures, business cards,). ● G.R.I.T. Calgary Handbook and Policy and Procedure Manuals, formatting, and publishing. ● Creates new main files, sends letters, creates, and maintains intake database. ● Maintains central data bases, e.g., main list, alumni list, etc. ● Incoming and outgoing mail. ● Employee information sheet, payroll deposit information, and benefit coverage application forms as applicable ● Special event planning – planning and organizing various program events e.g., graduation, children's Christmas party. ● Fundraising – building relationships with sponsors, news releases, public relations. ● Long term planning, and modifies and/or supervises the maintenance and coordination of information systems, records, etc. ● Responsible for coordinating of deliveries, maintenance of building facilities, <ul style="list-style-type: none"> ○ Coordinates onsite duties for office/prep as needed. ● Assist the Executive Director with administration correspondence for Board, ADP, Benefits, and community groups. ● Website, Parent Letters – responsible for all written agency communication to parents, staff, and community (e.g., workshops, events, fundraising, information nights). ● Inputs and ensures accuracy for PASI, PUFs, FES reporting throughout the calendar year working directly with the Executive Director. ● Establishes timelines and processes around reports, schedules, minutes, etc.

	<ul style="list-style-type: none"> ● Ensures proper maintenance of G.R.I.T. Calgary facility, telephone and voice mail system and office machines and equipment e.g., photocopiers, printers, computers. ● Responsible for receiving calls and visitors, including incoming mail and electronic mail ● Responsible for coordinating data management. and all IT updates and maintenance. ● Books facilities (e.g., meeting rooms) for agency meetings and community partners. ● Stay abreast of all Health and Safety standards for licensing purposes <ul style="list-style-type: none"> ○ update staff with any changes ○ provide all staff with the necessary training when implementing new or updated requirements <p>Financial Responsibilities:</p> <ul style="list-style-type: none"> ● Receive monies payable to the Program and issue receipts. ● Deposit cash and cheques promptly. ● Prepare authorized cheques for payment of accounts. ● Reconcile bank statements monthly. ● Keep a detailed record of all monies received and expended. ● Prepare financial statement information, budget information, and collect all required financial information for year-end reports for Accountant. ● Prepare any analysis of financial data required by the Board or Executive Director. ● Complete and submit all grant application forms for Alberta Education with Executive Director <p>Payroll Responsibilities:</p> <ul style="list-style-type: none"> ● Input monthly payroll, verify net pay and submit it to ADP Canada after approval from Executive Director ● Issue Record of Employment forms when an employee leaves employment. <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> ● Attend G.R.I.T. Calgary Board meetings ● Purchase approved materials, equipment, and resources. ● Purchase office and program supplies.
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Approved by Board of Directors: August 2024