



CSCJA /ACJCS

ROLE AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

AS AT MARCH 2018

The Association employs a part-time staff in the role of Executive Director. The agreed description of the role and terms of employment are included here:

- assisting in organizing the Association's annual meeting;
- assisting in organizing educational sessions as may be requested by the Executive Committee;
- supporting the various committees of the Association, as well as its Board of Directors, including by scheduling and organizing meetings, and collating and circulating meeting materials;
- preparing minutes of such meetings and circulating the same;
- liaising with the Canadian Judicial Council, the National Judicial Institute, the Commissioner of Federal Judicial Affairs, law societies, bar associations, and government officials on matters concerning, or of interest to, the Association, as directed by the Executive Committee;
- ensuring that all documentation and materials of the Association are circulated and/or made available in both English and French;
- working with the third party engaged by Association to create Association's online directory, and maintaining the Association's online directory, once delivered by the third party;
- managing both invoicing and the depositing of fees, and developing the capacity for Association members to pay fees electronically;
- ensuring that renewal notices are sent out on a timely basis to existing members, and that upon appointment, new judges are invited to join the Association on a timely basis;
- developing the capacity to send out renewal invoices and invitations electronically;
- organizing the Association's existing documentation and materials into a useable library and ensuring that any electronic versions are properly backed-up and adequately protected by appropriate levels of security;
- assuring a presence in, and being responsible for, the management of the Association's office in Ottawa;
- responding to correspondence (both paper and electronic communications) and telephone inquiries in a timely manner, and/or ensuring that the correspondence/inquiries are referred to the appropriate Executive Committee member; and
- such other duties and responsibilities that the Executive Committee may reasonably assign.

Reporting & Accountability

The Executive Director reports directly to the President and the Executive Committee and is accountable to the full Board of Directors.

Hours and Vacation

The Executive Director's hours of work will be 24 hours per week. In each week (Monday to Sunday) The Executive Director will work on at least 3 days. On occasion, to satisfy the needs of the Association, the Executive Director may be required to work on consecutive days. During work hours the Executive Director will be available by telephone and able to respond to the requests and demands of the Association's members and those who wish to be in contact with the Association. Additionally, the Association acknowledges and agrees that while the Executive Director will still be required to work 24 hours a week, the Executive Director will not have to work Fridays during July and August of each year, unless requested by the Executive Committee or if other circumstances require it.

In the event the Executive Director works in excess of 24 hours in any single week, they will be able to take the corresponding time off in the following 13 weeks, at an appropriate time to be mutually agreed between the Executive Director and the Executive Committee. The Executive Director acknowledges and agrees that they shall not work in excess of 44 hours in a week without the prior written approval of a member of the Executive Committee. In the event the Executive Director does work more than 44 hours in a week, they will be entitled to overtime pay.

The Executive Director will be entitled to ten (10) days of paid vacation during their first year of employment; two additional days of paid vacation every year thereafter (all prorated for part years), to a maximum of 18 days, the vacation will be taken at such times as the Executive Director and the Executive Committee mutually agree, having regard to the efficient operation of the Association. The Executive Director will ensure they take all vacation as required by the *Employment Standards Act, 2000* and it is agreed that five (5) days of unused vacation can be carried forward. If The Executive Director wishes to carry forward more than five (5) days they must have the prior approval of the Executive Committee. In this section and throughout this agreement, the term year means April 21 to April 20.

Office

The Association holds an office at 275 Slater Street, 14th floor in Ottawa. The Executive Director shall work out of that office or at such other locations as may be agreed from time to time between The Executive Director and the Executive Committee.

Performance

This agreement will be reviewed annually with a view to determining the needs of the association, going forward, and the performance and expectations for The Executive Director. That review will be conducted by The ED and 2 members of the executive committee to be designated by the president.

Equipment and Expenses

The CSCJA will make available for The Executive Director use a laptop computer, a smart phone and such other office equipment that the Executive Committee agrees is required for the performance of The ED duties.

The Executive Director will be reimbursed by the CSCJA for all pre-approved business expenses actually and properly incurred by The Executive Director in connection with The ED duties and consistent with generally accepted practices. For all such expenses, The Executive Director must furnish to the CSCJA receipts, statements and vouchers to the satisfaction of the CSCJA.

Confidentiality

The Executive Director acknowledges that they are employed in a position of trust and that in the course of carrying out, performing and fulfilling The Executive Director duties under this Employment Agreement The Executive Director will have access to and will be entrusted with confidential information concerning the affairs of the CSCJA and its members (collectively, the "Confidential Information").

The Executive Director strictly covenants and agrees that all Confidential Information disclosed to The ED in connection with this Employment Agreement shall be held in the strictest confidence and that The Executive Director shall not, during their employment or at any time thereafter, communicate or disclose to any person, firm, or corporation, other than the CSCJA, any Confidential Information, nor shall The Executive Director make use of such Confidential Information for The ED's personal use or benefit or for the use or benefit of any other person, firm, partnership, association, company or corporation other than the CSCJA or to assist others in doing so.