



## Saskatchewan Forage Council

PO Box 308

Asquith, SK

Phone (306) 329-3116

[www.saskforage.ca](http://www.saskforage.ca)

[office@saskforage.ca](mailto:office@saskforage.ca)

February 9, 2018

### POSITION DESCRIPTION

#### EXECUTIVE DIRECTOR SASKATCHEWAN FORAGE COUNCIL

The Saskatchewan Forage Council was formed as a cooperative in 1988 and is committed to the growth and development of all aspects of Saskatchewan's forage and grassland industry.

The Executive Director of the Saskatchewan Forage Council is responsible for carrying out the overall vision of the organization based on input and direction from the Board of Directors. This includes setting and meeting annual goals and targets which may be financial, program, and/or management based objectives. This position is on a contract basis.

#### *DUTIES AND RESPONSIBILITIES:*

Acting in the Executive Director role for the Saskatchewan Forage Council based on direction from the Board of Directors, the successful candidate will be responsible for:

- office administration, email communications;
- assisting in the development of funding strategies and preparation of funding applications;
- project management, including hiring and supervising subcontractors;
- overseeing the organization's budget;
- working with the board of directors to implement strategic direction for the organization;
- building relationships with industry partners;
- interacting with industry stakeholders through participation on committees and boards and in other capacities;
- maintaining website and social media, either directly or through outsourcing and supervising subcontractors;
- book-keeping, accounting and financial management of general operations and projects;
- scheduling and overseeing Board meetings



## Saskatchewan Forage Council

PO Box 308

Asquith, SK

Phone (306) 329-3116

[www.saskforage.ca](http://www.saskforage.ca)

[office@saskforage.ca](mailto:office@saskforage.ca)

### WORK CONDITIONS AND HOURS OF WORK:

- The SFC office will be operated from the Executive Director's location. The office hours and the Executive Director hours of work will be on a flexible schedule to enable the Executive Director to carry out the mandate of the SFC with the greatest efficiency within the limited budget available.
- The Board meets four times a year, with three meetings held in Saskatoon, which the Executive Director will schedule and attend.
- The current project load makes this position **approximately** 0.5 time (approximately 20 hrs/week).
- The Executive Director will keep a timesheet that details work on each project as well as on general operations which is updated and submitted to the President of the SFC on an agreed upon schedule.
- Remuneration will be commensurate with experience and qualifications.

### QUALIFICATIONS

The ideal candidate must have strong leadership, management, administration, communication and planning skills as well as experience with accounting software and bookkeeping. Experience in working with a Board of Directors and Committees would be an asset as is knowledge and experience in the forage and grassland sector. The successful candidate must be self-motivated and able to work with limited supervision.

For more details on the Saskatchewan Forage Council and our projects, please visit our website [www.saskforage.ca](http://www.saskforage.ca).

### For more information on this position please contact:

Tamara Carter

President, Saskatchewan Forage Council

Email: [tamaracarter@xplornet.com](mailto:tamaracarter@xplornet.com)

Phone: (306) 962-7994

To apply please submit your application to Tamara Carter **on or before March 9, 2018**:

\*Email applications are preferable.

*SFC thanks all applicants for their interest; however, only candidates who are shortlisted will be contacted.*