OPPORTUNITY PROFILE | Chief Business Officer
Alberta School Boards Association

The Alberta School Boards Association (ASBA) represents all of Alberta’s 61 locally elected public, separate and francophone school boards, which are responsible for the governance, operation and administration of Alberta’s publicly funded education system. ASBA is a province-wide organization which is made up of school boards, represented by 420 locally elected school trustees, and which provides leadership focusing on continuous improvement of the publicly funded education system.

ASBA dedicates significant resources to ensuring that school boards influence and lead education in Alberta.

Given ASBA’s Strategic Plan priorities, there are objectives and opportunities associated with each of the three strategic goals that have been identified as priorities:
- Deliver relevant, effective, and timely communication, information and education to empower school boards;
- Bolster the viability, credibility and sustainability of the Association and school boards;
- Provide services that are delivered in a fiscally sound manner and deploy resources in alignment with Association priorities.

Vision
- Excellence in education through exceptional school board governance.

Mission
- Leading the betterment of education by serving locally-elected school boards in their role of establishing the conditions for student success.

Values
The Alberta School Boards Association (ASBA) values public education governed by locally-elected public, separate and francophone school boards. ASBA’s work is informed by this core value as well as the following:
- **ASBA values building understanding by:**
  - Respecting and reflecting diverse interests in the common goal of governing for excellence
  - Creating opportunities for unique perspectives to be shared and common interests to be explored
  - Advocating in the best interest of K-12 education
- **ASBA values collaboration by:**
  - Engaging school boards, stakeholders and partners
  - Inviting input and feedback
  - Encouraging teamwork and cooperation
- **ASBA values innovation by:**
  - Finding new approaches to problem-solving and service delivery
  - Identifying opportunities that allow for enhanced effectiveness and efficiency through continuous improvement
  - Providing opportunities for generative discussion
- **ASBA values responsiveness and proactivity by:**
  - Reacting in a timely and effective fashion to issues and developments impacting education
  - Staying abreast of trends within education, as well as other sectors, to better position boards to address challenges and seize opportunities
  - Recognizing and anticipating the needs of school boards in relation to systemic issues impacting education

THE OPPORTUNITY

Under the general direction of and reporting to Chief Executive Officer, the Chief Business Officer (CBO) manages the Association’s corporate services activities which include, finance, budgeting, payroll, insurance programs, IT, HR, vendor management/procurement, policy development, strategic planning and business operations. In addition, the CBO provide leadership and guidance to the advocacy, engagement and FNMI strategies and initiatives. The CBO will lead a team of 4 direct reports including the Finance Manager.

As a member of the Association executive team, the Chief Business Officer works collaboratively and builds relationships with Board of Directors, members and staff.
ACCOUNTABILITIES AND RESPONSIBILITIES

Budgeting

- Oversees an efficient budgeting system
- Leads the preparation of the annual operating budget utilizing a participatory process that involves all senior leadership team
- Leads the planning and presentation of budget proposals to Board of Directors, member boards and stakeholders as required
- Oversees the preparation of monthly and quarterly budget monitoring and variance reports for review by senior leadership committee and the Board of Directors
- Prepares and presents budget assumptions to the Finance and Audit Committee for discussion and approval, and to the Board of Directors for approval
- Prepares the final draft budget for Board of Directors approval and presentation to the members
- Prepares the annual budget presentation for zones and members. Works with the Finance and Audit Committee to prepare for presentations at zones and the Spring General Meeting
- Oversees membership fee schedule based on approved budget

Financial Services and Reporting

- Develops and implements financial policies and accounting internal controls and procedures, to ensure the financial activities of the Association are handled in a prudent business manner
- Ensures final year-end statements and supporting documentation are prepared according to accepted accounting standards
- Ensures quarterly and annual financial statement are prepared according to accepted accounting standards
- Leads all year-end audit activities, including preparing audit responses, presenting audited financial statement to the Board of Directors
- Presents year-end financial statements with variance analysis to the senior leadership team and Board of Directors
- Oversees contractor fee-for-service and grant administration, reconciliation and reporting
- Ensures financial signing authorities are in place and appropriate

Corporate Services

- Ensures performance metrics and service levels are detailed in contracts
- Ensures information technology services meet staff expectations
- Oversees the Association’s Local Authorities Pension Plan (LAPP) pension-related information and compiles annual reporting requirements under the LAPP. Ensures annual audit requirements are met
- Manages Association’s facility commitments, including lease, office space and facility issues and activities
- Leads vendor selection process when required
- Creates and maintains program review and assessment processes, including program effectiveness and cost appropriateness

Banking and Investments

- Leads all banking arrangements for the Association
- Recommends investment vehicles and investment terms which will maximize return for the Association and will comply with its investment policies
Leadership /Strategic Support

- Develops annual Operations plan to ensure Association strategic plan goals and objectives are achieved
- Leads, mentors and manages a team in the delivery of strategic plan goals and objectives
- Provides opportunities for team member growth and development, while creating a culture of innovation, collaboration and exceptional service
- Participates as a member of Association’s executive leadership team, provides input to policy recommendation, strategic planning and implementation, issues resolution and other management and operational matters
- Oversees the engagement and advocacy strategy, ensures the organization is appropriately positioned with the Ministry, Board, and other key stakeholders as required
- Manages financial resources soundly to meet strategic plan objectives
- Attends Board of Directors meetings as required, liaising with Board members as necessary. Acts as Association representative on designated Committees, Project Groups, etc.
- Leads special projects as required

Insurance Programs (ASBIE, ALARIE and ASBA/TD Home and Auto)

- Oversees the administration of the program and financial statements and reporting of ASBIE and ASBA/TD Home and Auto Insurance Programs
- Leads third-party contractors providing services to ASBIE
- Participates in board meetings, risk management and strategic planning activities with ASBIE
- Negotiates and monitors contract for the ASBA/TD Home and Auto Insurance Programs
- Facilitates communications, reporting, financial statements between ASBIE and ASBA Board of Directors and Chief Executive Officer

ASBA Supplemental Integrated Pension Plan (SiPP)

- Leads the administration and management of the ASBA SiPP
- Leads third-party contractors and administrators providing services to SiPP
- Leads all year-end audit activities
- Ensures all regulatory reporting is completed within required guidelines
- Facilitates communications with ASBA Board of Directors, Chief Executive Officer and member boards
- Serves as a Director (designated by Chief Executive Officer) on the SiPP Governance Board

THE PERSON

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Outstanding business education credentials with a strong preference given to relevant Masters’ degree (MBA an asset).
- Being able to communicate in both French and English will be seen as a strong asset.
- Extensive senior management experience in a leadership capacity, with a broad and diverse portfolio.
- Experience in working with governance boards
- Experience with program development and evaluation, as well as program and service delivery
- Excellent financial and business acumen and business process understanding
- Exceptional communication
- Extensive experience providing consultative advice to Executive Committees or Boards
COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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