



EXECUTIVE DIRECTOR – THE CANADIAN ACADEMY OF ENGINEERING (CAE)

Summary of Duties and Responsibilities

The Executive Director reports to the Board of Directors of the Academy and has duties and responsibilities covering strategic planning, administration, finances, publications, scholarships, and external relations, all aimed to promote the objectives of the Academy as outlined in its Mission (see below). The Executive Director is supported by contracted services from Flagship Solutions which provides administrative, financial and organizational support for CAE events, the Fellowship nomination process, and other events as required.

General Aspects

Key aspects of the Executive Director position relate to managing the organization and implementing the Academy's strategic plans. Activities include:

- Maintaining positive relationship with Fellows of the CAE
- Organizing meetings of the Board of Directors, the Executive Committee, the Annual Meeting of Members, Standing and Ad Hoc Committees and the annual cycle of the admission of new Fellows to the Academy;
- Participation in identifying and managing of CAE's special projects;
- Representing the Academy with Federal officials and Parliamentarians and on joint committees with other organizations;
- Maintaining a healthy working relationship with other organizations in which the Academy has an interest (see below);
- Acting as an ex-officio member of all committees and joint committees of the Academy and prepares minutes or reports of meetings as required; and
- Ensuring the smooth operation of the Head Office including the hiring and supervising of contractors, other staff and keeping the necessary Academy records.

The Executive Director is also expected to take a lead role in identifying new partnerships and potential funding opportunities in support of the above.

Financial Responsibilities

Under the general guidance of the Chair of the Finance Committee, and with the support of a bookkeeper, the financial aspects of the Executive Director's duties include:

- Preparation of the annual budget;
- Investing endowment and other funds;
- Banking operations and acknowledgement of donations;
- Payment of invoices;
- Rent and other financial operations; and
- Preparing periodic financial reports for the Board.

Outreach

The Executive Director is responsible for developing, editing, printing distribution and web posting, as required, of Academy publications including:

- Regular newsletters
- Academy reports;
- Occasional reports and briefs to government;
- Members' database;
- Website and social media– ensure that content is kept current and accurate;
- PowerPoint presentations of the Academy; and
- Surveys of Fellows - conducted from time to time.

External Relations

In terms of external relations, the Executive Director is expected to promote the interest of the Academy and maintain a healthy relationship with other organizations in which the Academy has or may have an association including:

- The Council of Canadian Academies;
- Royal Society of Canada;
- Canadian Academy of Health Sciences;
- International Council of Academies of Engineering and Technological Sciences;
- Engineers Canada;
- Association of Consulting Engineers of Canada;
- Engineering Institute of Canada;
- Partnership Group for Science and Engineering; and
- Appropriate Federal Government Departments and Agencies such as Natural Sciences and Engineering Research Council, Innovation Science and Economic Development Canada, Natural Resources Canada etc.

Other duties may be assigned from time to time.

Qualifications

The ability to perform these duties will typically require at least 10 years' experience in progressive senior management roles and in the interaction with volunteer boards. Preferred candidates will be registered professional engineers. Bilingualism would be an asset.

The CAE is committed to building a skilled, diverse workforce. We are an equal opportunity employer that promotes employment equity. The CAE is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding an opportunity with us, please advise our recruitment team of accommodation measures you may require.

The Canadian Academy of Engineering

The Canadian Academy of Engineering is the national institution through which Canada's most distinguished and experienced engineers provide strategic advice on matters of critical importance to Canada.

The Academy is an independent, self-governing and non-profit organization established in 1987. Fellows of the Academy are nominated and elected by their peers, in view of their distinguished achievements and career-long service to the engineering profession. Fellows of the Academy are committed to ensuring that Canada's engineering expertise is applied to the benefit of all Canadians.

The Canadian Academy of Engineering works in close cooperation with other senior academies in Canada and internationally. It is a founding member of the Council of Canadian Academies, along with the Royal Society of Canada and the Canadian Academy of Health Sciences. The Academy is also a member of the International Council of Academies of Engineering and Technological Sciences, which includes some 26 similar national bodies around the world.

Mission Statement

The Mission of the Canadian Academy of Engineering is to provide leadership in engineering advice and to enhance, through the application and adaption of scientific and engineering principles, the promotion of engineering, the well-being of Canadians and the creation of wealth in Canada.

Specifically, the Academy:

- Speaks out on issues of importance to Canada and abroad to highlight emerging issues in which engineering has a role and to comment on their importance and their implications, and more generally to provide an understanding of the need for engineering excellence in professional practice, research, development, innovation and education in Canada's economy;
- Provides advice in the appropriate form to government, industry, academia and Canadians at large on specific issues where engineering considerations play a role;

- Promotes recognition of engineering excellence by electing Fellows of the Academy from among Canada's most experienced and outstanding engineers, and thus highlighting the contributions of engineers to the well-being of Canadians and the economic development of Canada; and
- Participates appropriately, actively, and effectively with like-minded national and international organizations in developing a common voice on issues important to Canada and the world.