



Manitoba Association
Physiotherapy manitobaine de
Association physiothérapie

Manitoba Physiotherapy Association

Position Description

EXECUTIVE DIRECTOR

The Organization

The Manitoba Physiotherapy Association is an incorporated professional association for registered physiotherapists in Manitoba. The Branch provides membership services to the profession in Manitoba (via a membership fee structure) and promotes the profession publicly and politically through the activity of volunteers. The Branch ensures the national mission and policies are followed and promotes their programs. The strategic plan for the Branch are planned, directed by a Board of Directors and executed by the Executive Director.

The Branch contracts the services of an Executive Director and provides office equipment and space to enable the Executive Director to carry out the duties assigned by the Branch. The Branch expects the Executive Director to function between two overall role categories, those being:

- a) 80% Executive coordination, planning and management
- b) 20% Administrative or while supervising support staff

These are time guidelines and may be subject to change in relative proportion depending on the priorities and/or budget of the Branch.

Sample Responsibilities:

- ▶ Projects as assigned and/or prioritized by the Board of Directors
- ▶ Implementation of policies, guidelines and procedures as directed by the Board of Directors. Identification of policies that need development, revision, or review.
- ▶ Managing the overall operation of the Manitoba Branch office and providing guidance and support to members of CPA
- ▶ Hire, train and supervise support personnel
- ▶ Act as the contact for public inquiries and promoting positive relations with the community.
- ▶ Fostering communication regarding MPA activities to CPA members, significant stakeholders and the public
- ▶ Ensuring that the vision and the priorities of the National organization are extended to Manitoba. Participating in planning for the Branch.



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- ▶ Assisting with the organization and execution of Annual, Special, Board, Executive and committee meetings. The role may include the handling of agendas, correspondence, meeting notices, etc.
- ▶ Participating in the preparation of the annual Branch budget and monitoring (along with the Treasurer) the status of Branch invoicing.

Accountability:

Reports to the Board of Directors through the President.

Qualifications:

1. Post secondary education, health-related background preferred
2. Experience in the not-for profit sector and working with/for volunteers
3. Ability to communicate effectively both verbally and in writing.
4. Public relations experience preferred
5. Knowledge of the health care system and advocacy procedures preferred
6. Excellent time management skills
7. Evidence of responsible fiscal management
8. Self-motivated and able to work independently and prioritize duties

February 2021

This description will be reviewed and amended as necessary every two years