

## Position Description **President / CEO**

### **Vision Statement**

*To stand together as one, ensuring independent communities thrive today and in the future.*

### **Mission Statement**

*We equip members with insights, expertise, and shared resources to sustain safe, resilient communities in a changing world.*

### **Position:**

President

### **Reports to:**

Board of Directors

### **Reporting Relationships:**

CHEC employees, independent contractors, consultants

### **Cross-Functional Relationships:**

Provides high level, specialist assistance, guidance and alternative solutions to CHEC members.

Maintains relationships with Ontario Energy Board (OEB), Independent Electricity System Operator (IESO), and Ministry of Energy (MOE) and other applicable external associations and agencies.

### **Position Summary:**

Informed by Cornerstone Hydro Electric Concept's (CHEC) mission and vision statements and service values, the **President** plays a critical role in supporting CHEC's members by leading CHEC's team of subject matter experts in the fulfillment of CHEC's strategic directions.

### **Position Description:**

*(The duties / responsibilities listed hereafter are an overview of the minimum requirements of the position and do not include all the duties inherent, included or associated with the job or with the performance of the job. It is understood that the incumbent is accountable for the successful achievement of each duty / responsibility as assigned).*

### **Key Accountabilities**

#### **Leadership and Organizational Management**

- Contribute to the development of the Association's strategic plan and drive its implementation
- Communicate strategic directions and build consensus with members and staff
- Present strategic options and plans for organization impact and gain Board approval as needed to carry out the work of the mission of the organization
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors, and the CHEC team

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- Provide strategic and visionary leadership that is inclusive, transparent, and fosters a culture of empowerment and accountability.
  - Oversee the day-to-day operations of the Association and ensure its overall success in meeting established strategic directions while making timely adjustments (with Board approval) as appropriate.
  - Apply innovative thinking and performance measurements to analyze and support strategic decision-making
  - Continually foster a culture that encourages collaboration between CHEC's service portfolios and ultimately, CHEC's members.
  - Oversee all Human Resources activities, from onboarding to offboarding, ensuring CHEC's team of employees, independent contractors and consultants are supported to execute and promote CHEC's vision, mission, values and strategic directions

### **Board Governance**

- Maintain regular and ongoing communication that builds strong relationships with the entire Board, providing leadership and support to Directors at all times
- Communicate effectively with the Board by providing Directors with all information necessary to continually function properly and make informed decisions in a timely and accurate manner
- Attend all Board meetings and provide reports and updates on CHEC's portfolios as well as all current work, project timelines, and project and organizational progress
- Gracefully manage the board as needed to build consensus, remind of outstanding deliverables, and offer support
- Implement Board policies and procedures and build support for Board decisions amongst CHEC team.
- Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, as well as successes
- Engages the Board in continuous Board development – ensures the Board receives appropriate training and is oriented and aware of its roles/responsibilities to facilitate optimum governance of the Association.

### **Member Engagement, Development and Growth**

- Collaborate with and facilitate connections with existing members, being responsive to their changing needs and providing guidance and support in achieving shared directions for services
- Continuously promote the Association and its portfolio of services in the marketplace to attract and retain members thereby growing the membership base.
- Continuously seek out relationships and partnerships with external service providers that will benefit CHEC members.

### **Financial Management and Administration**

- Build and administer the annual budget, with Board approval
- Provide strategic leadership and hands-on management for all of the administrative and operational functions of the organization

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- Directs resources and manages all financials within budget guidelines and according to current laws and regulations.
  - Assume responsibility for the fiscal integrity of the organization
  - Monitor board-approved budget and manage daily financial operations to ensure maximum utilization of resources and optimum financial positioning for the Association.
  - Ensure maximum resource utilization, budget management, and maintenance of the Association in a positive financial position
  - Ensure the Association's financial stability and sustainability by maintaining healthy cash flow and adequate reserves.

### **External Relations and Communications**

- Represents and acts as an ambassador for the CHEC Association (and its members); promotes the Association to all members, the public and external stakeholders
- Present and promote the Association, its mission, vision and values in a consistently positive manner
- Advocates for and ensures the CHEC Association and its members maintain high favourable visibility to key stakeholders in the utility sector.
- Oversees all aspects of the organization's marketing and public relations

### **Health and Safety**

- Works in compliance with the provisions of the Occupational Safety Act and the regulations, and any other pertinent regulations to promote a health and safe workplace for all.

### **Other**

- Ensures Association is compliant with all relevant legislation and develops / adheres to all CHEC policy, procedure and practices accordingly.
- Perform any additional duties as assigned by the Board.

### **Education:**

- A degree in Finance, Economics or Business Administration and/or related field.

### **Experience:**

- 10+ years' experience in a senior management role / executive role in a regulatory industry and/or utility.
- Experience in a membership association considered an asset.

### **Behavioural Competencies**

- ✓ **Advocacy** – represents and advances the causes and perspective of CHEC's members.
- ✓ **Creative Problem Solving and Decision Making** – Solves problems and makes decisions with the good of the Association and membership in mind.
- ✓ **Customer / Client Service Orientation** - Understands individual stakeholder needs (including and beyond specific projects) helping to ensure success in their roles.

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- ✓ **Holds Self and Others Accountable** - works independently on multiple projects while remaining adaptable to change and meeting deadlines.
  - ✓ **Interpersonal Understanding and Skill** – achieves successful interactions with a diverse group (Regulators, members, associates, partners)
  - ✓ **Integrity** – Is transparent, ethical and honest in all transactions.
  - ✓ **Leading Change** – is open and responsive to the ever-changing environment of the utility sector, seeking and implementing innovative solutions to member challenges
  - ✓ **Leading Others** – is a visionary leader, inspiring empowerment, accountability and collaboration with the CHEC team, the Board and CHEC's members.
  - ✓ **Organizational Awareness and Commitment** – has an innate understanding of the role of the CHEC Association and its impact for CHEC members and acts accordingly.
  - ✓ **Project Management** – successfully meets objectives by effectively planning and coordinating work utilizing resources at hand, including seeking assistance from aligned stakeholders / partners while dealing with unpredictable and / or unexpected circumstances.
  - ✓ **Builds and Leverages Collaborative Networks** – strategically makes and maintains connections and relationships with individuals / groups that will enhance and promote the achievement of CHEC's vision, mission and values.
  - ✓ **Strategic thinker** - assesses options and actions based on trends and conditions in the industry, with ability to link long-range visions and concepts to the execution of daily planning.
  - ✓ **Teamwork / Cooperation** - works well in a non-hierarchical, matrix team structure, with stakeholders across multiple organizations and jurisdictions.

## Technical Competencies

- Extensive knowledge of the regulated utility environment
- Strong understanding and in-depth knowledge of the energy industry, including past, present, and future trends.
- Advanced proficiency with Microsoft Office Suite.
- Financial acumen – skilled in setting and managing budgets, reviewing and analyzing financial reports, and working within a limited budget.
- Effective Communication – excellent public speaker, motivates and inspires others to action, able to communicate complex matters in lay terms to various stakeholders
- Skilled in the dynamics of reporting to a non-profit Board of Directors, including ensuring the Board is trained and effective in its role / responsibilities.

## Other Requirements

- Clear criminal record – the position has access to significant sensitive, financial and confidential information.
- Valid Class “G” driver's license and reliable transportation in order to travel to various member facilities and public meeting locations within Ontario.
- Ability to attend public and private facilities in compliance with Ontario's vaccine mandates.
- Flexibility in work hours / extended hours when necessary, including overnight stays.

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- Comfortable with a distributed work model and the use of technology to facilitate continuous collaboration.
  - Ability to develop and maintain relationships with colleagues and stakeholders in a quasi-judicial / regulatory environment.

### **Working Environment**

- Work conducted in a virtual home-based office with use of wide array of technology to stay connected with CHEC staff and CHEC members.
- Physical demands require no undue fatigue regarding sitting, standing and walking.
- Frequent travel to and attendance at member Meetings, LDC sites, and other public / private facilities.

### **Hours of Work**

This is a full-time position with hours as agreed upon between the successful candidate and the Board of Directors. Flexibility in hours / days of work including working additional hours as required from time to time based on industry cycles and organizational needs.