



## Executive Director Position Description

### Overview of Alberta Beekeepers Commission

The Alberta Beekeepers Commission (ABC) is a statutory corporation formed under the *Marketing of Agricultural Products Act* (MAPA) and is restricted to the activities authorized by MAPA and ABC's Regulations and Bylaws. ABC is not a society or a non-profit corporation under the *Business Corporations Act*. In this respect, the Executive Director (ED) will become familiar with the statutory and regulatory foundation of ABC and will ensure that ABC, the Board, and its personnel will remain within these jurisdictional parameters.

### Overview of Executive Director (ED) Role

Reporting to the Board of Directors (Board), the ED provides leadership and direction in planning, developing, and managing the operations of ABC. The ED leads the overall effective management and implementation of ABC's strategic plan, programs, and services while ensuring alignment with ABC's values, mission, regulations, policies, and procedures.

### Primary Responsibilities:

#### Board Relations and Governance

- Participate with the Board in developing a three-year strategic plan to guide the organization.
- Identify, assess, and inform the Board of internal and external issues that affect the organization.
- Act as a professional advisor to the Board on all aspects of the organization's activities.
- Foster effective teamwork between the Board and the ED and between the ED and staff and external contractors.
- Ensure that all governance documents and information important to effective Board operations and governance are current.
- Ensure the implementation of all elements of ABC's governing regulations, by-laws, policies, and procedures.
- Ensure all Board members are familiar with the Commission's governing regulations, by-laws, policies, and operational processes.
- Ensure governance, structure and processes handbook is up to date and all Board members and staff understand roles and responsibilities.
- Ensure all Board members receive up-to-date ABC regulations and by-laws, Governance, Structure and Processes Handbook, and policies including Code of Conduct, Confidentiality, Conflict of Interest and Whistleblower at the first Board meeting following elections.
- Provide support to ABC Board members, committees, and external committee delegates.

- Conduct official correspondence on behalf of the Board and jointly with the Board when appropriate.

### **Financial Management**

- Work with Board and Audit and Risk Committee to prepare an annual budget for ABC.
- Manage and regularly monitor ABC's finances and expenditures against the approved budget and report back to the Board on any required contingencies.
- Ensure all expenditures are approved and completed in alignment with ABC's governing and financial policies.
- Ensure that all financial transactions are conducted in alignment with accepted financial management and accounting procedures, financial policies as outlined in the policies and procedures manual, and regulations.
- Ensure the administration of ABC's funds is consistent with the approved budget, monitoring the monthly cash flow and balance sheet of the organization.
- Provide the Board with quarterly reports on ABC's financial position.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.
- Secure and manage research funding to support ABC's applied research priorities, strategic priorities as outlined in the Strategic Plan and other initiatives of the Commission.
- Ensure maintenance, security, and integrity of all records including ABC's Plan Regulation, Authorization Regulation, Marketing Regulation and By-laws, Project files, ABC finance and accounting records, administrative policies and procedures files, meeting records, strategic and annual business plans, office lease contracts and other contracts.

### **People and Culture**

- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Foster a culture that promotes ethical practices and encourages individual integrity and social responsibility and aligns with ABC's values.
- Determine staffing and/or contractor requirements for organizational management and program delivery. Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission. Ensure that all staff and/or contractors receive an orientation to the organization and that appropriate training is provided.
- Knowledge of Alberta Employment Standards and ensure that ABC operates within these jurisdictional parameters.
- Ensure management of the Commission's legal and contract obligations for employee and contractor pay role and employee benefits programs.
- Implement ABC's policy with respect to staff performance reviews. Monitor the performance of staff on an on-going basis and provide coaching and assistance to staff to improve their performance where needed.
- Oversee and ensure the implementation of the human resources policies and procedures for all staff. Ensure all new employee or contractor positions have a job description.
- Ensure staff training, team building and professional development opportunities are provided on a timely basis.

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- Conduct regular reviews of staff salary and compensation and ensure all changes are reflected in the annual budget.
- Protect and maintain the integrity and confidentiality of all employee records and files.

### **Operations and Reporting**

- Develop an operational plan that incorporates ABC's goals and objectives that work towards ABC's strategic priorities as outlined in the Strategic Plan.
- Oversee the efficient and effective day-to-day operation of the Commission.
- Work with the Board and staff to plan and execute Board and Committee meetings and the AGM. Duties include assisting in preparing agendas, act as recording secretary for Board meetings (if required), ensure the distribution of minutes and include in the minutes a list of action items with responsibilities and timing, and filing the minutes of meetings, including filing minutes with Marketing Council as required under the Commission's regulations.
- Ensure an annual report is prepared for approval by the Board and is provided to the Alberta Agricultural Products Marketing Council.
- Report regularly to the Board on the organization's status regarding strategic priorities and goals – using the Key Performance Indicators as outlined in the Strategic Plan,
- Provide the Board with timely status reports on AGM resolutions.
- Provide timely options for consideration to the Board of Directors on all matters related to board governance and strategy.

### **Program Planning and Delivery**

- Oversee the planning, implementation and evaluation of the Commission's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's vision, mission, reflect the strategic plan and the priorities of the Board.
- Seek out funding to leverage the Commission's funds for projects and programs and support the review of science-based funding requests.
- Monitor the delivery of the programs and services of the organization to maintain or improve quality.
- Oversee the planning, implementation, execution, and evaluation of special projects.
- Develop and implement communication strategies for the commission which include communication to producers and key stakeholders.
- Ensure the regular monitoring of all programs, projects and tasks on a regular basis evaluating execution of work plans, project expenditures and timelines versus budget and original proposal respectively.
- Provide reports to the Board on the status of projects, any deviations in strategy, costs, and timing of projects from the original plans.
- Ensure the timely and efficient dissemination of information resulting from research, projects or initiatives to members and other bee Industry stakeholders.
- Look for strategies that will minimize ABC legal exposure and financial risk on projects under contracts or agreements with third parties or outside contractors.

## Government, Industry and Stakeholder Relations and Advocacy

- Strengthen provincial and federal government relations to achieve policies and programs that support the development of Alberta's honey and beekeeping industry.
- Serve as a liaison between producers and governments to ensure timely and effective advocacy and sharing of relevant information.
- Serve as a liaison with provincial and national funding organizations to optimize funding opportunities that advance the goals and objectives of Alberta's honey and beekeeping industry.
- Serve as a liaison between the Commission and other agriculture industries including provincial, national and international beekeeping organizations.
- Maintain, build, participate in, and expand networks and partnerships with relevant organizations ensuring the beekeeper's voice/views are heard.
- Maintain and/or strengthen the honey and pollination industry relations to achieve policies and programs that support the development of the Alberta beekeeping industry.
- Monitor the effectiveness and cost efficiency of ABC's communications strategy on an annual basis and recommend changes if required or desired to meet the original objectives.
- Represent the organization at industry activities to enhance the organization's industry profile.
- In addition to the Chair of the Board, act as a spokesperson for ABC.

## COMPETENCIES AND SKILLS

The role must demonstrate the following competencies and skills:

- **Accountability:** takes ownership and follows through on commitments, accepts responsibility for results (including mistakes), and ensures the work meets expected standards while holding self and others responsible for performance
- **Agility:** responds effectively to change by quickly adapting thinking, behavior and strategies; learns from experience, remains open to new approaches and balances speed with sound judgement in dynamic environments
- **Collaboration:** creates an inclusive, respectful environment that encourages teamwork and shared ownership; actively fosters trust, values diverse perspectives, and enables others to contribute effectively toward common goals
- **Creative Problem Solving:** identifies challenges and opportunities with curiosity and innovation and integrates insights from diverse sources to achieve effective outcomes
- **Crisis Management:** assesses risks quickly, prioritizes actions, communicates clearly, and mobilizes appropriate resources to stabilize situations and minimize negative impact
- **Development of Self and Others:** commits to continuous learning and self-improvement by seeking feedback and reflecting on performance; actively seeks the growth, learning, and development of others through coaching, mentoring and constructive feedback
- **Develop Networks:** builds and maintains strong, mutually beneficial relationships across teams, functions and external stakeholders; leverages networks to share information, collaborate effectively and achieve organizational objectives

- **Effective Communication:** conveys information clearly, concisely and appropriately for the audience and context; actively listens, encourages dialogue, and ensures understanding through thoughtful verbal, written, and non-verbal communication
- **Operational Excellence:** delivers high-quality results effectively and consistently; optimizes processes, manages resources responsibly, mitigates risk, and continuously improves operations to achieve reliable and sustainable performance
- **Political Acumen:** understands organizational dynamics, stakeholder interests, and decision-making processes; navigates complex environments with integrity, builds alignment, and influences outcomes while maintaining trust and professionalism
- **Results Oriented:** focused on achieving measurable outcomes aligned with strategic priorities; sets clear goals, monitors progress, overcomes challenges; and delivers results while balancing short-term needs with long-term impact
- **Self-Awareness:** recognizes personal strengths, limitations, emotions, and their impact on others; seeks feedback, reflects on behavior, and adjusts actions to improve effectiveness and relationships
- **Systems Thinking:** understands how components within an organization or environment interact and influence one another; anticipates downstream impacts, identifies patterns and interdependencies, and make decisions that support sustainable, holistic outcomes

## Qualifications, Education and Experience

### Required Education and Experience:

- University degree in agriculture, business, science, or related field and/or combination of education and experience.
- A background of progressively senior responsibilities including 4+ years working as a senior leader/executive director.
- Experience reporting to a Board of directors and understanding of effective governance principles.
- Skilled in basic computer software including Microsoft Office.
- Direct experience in developing and implementing stakeholder and government relations strategies.
- Direct experience in successfully leading and developing a diverse staff team.
- Understanding and awareness of agricultural sector.

### Additional Knowledge and Skills (Preferred)

- Knowledge of Alberta's beekeeping and honey industry
- Familiarity of the policy and regulatory environment under which ABC is governed
- Experience working with producers
- Development and implementation of applied science programming