



Job Description
7-01

Judo Alberta Executive Director

The Executive Director reports directly to the President of Judo Alberta.

Position Responsibilities:

General Administration

- a) Member of the Executive and Board of Directors. Attend all Executive and Director's meetings.
- b) Research and develop policies for the Board of Directors and ensures procedures and policies are adhered to.
- c) Prepare the Annual Report of the Association.
- d) Assists the President and Treasurer with the development of the Association's Business Plan.
- e) Maintain close working relationship and supervise directors and committee chairs and provide assistance, advice and support as needed.
- f) Act as Liaison to provide assistance and support to Judo Canada.
- g) Maintain regular contact with Provincial and Municipal departments to keep abreast of significant rulings affecting sport in general and the Association in particular.
- h) Organize Board and Executive meetings including the Annual General Meeting. Duties include arranging hotel space, planning banquets, compiling reports, purchasing volunteer appreciation gifts
- i) Ensure that legal questions or problems confronting the Association are properly and expeditiously dealt with.
- j) Negotiate contracts with hotel suppliers & sport wholesalers as required.
- k) Manage the day to day association affairs such as:
 - Handle inquiries from the general public and from the membership
 - Maintain records of the association in an organized manner
 - Maintain current and accurate listing of all committee members & clubs
 - Keep committee chairs and directors aware of all Association business
 - Maintain inventory of Judo Alberta assets
 - Review annually the policies in place for general, commercial and sport accident insurance
- l) Liaise with other provincial sport associations

Advertising/Promotions/Publicity

- a) Review and update the Association website on a daily basis using Microsoft Frontpage.
- b) Negotiate and order promotional goods to promote the Association at selected tournament sites, through the office and over the Association website
- c) Design, write and edit the Association quarterly newsletter
- d) Solicit advertising for the Association newsletter
- e) Issue periodic press releases
- f) Market special events that may be undertaken by the Association

- g) Answer inquiries from the media
- h) Work with artists and designers as required to create images and designs that will positively promote the image of Judo in Alberta and Canada

Financial Administration

- a) Prepare and submit the annual ASRPWF Grant Application
- b) Ensure that all Association financial records are prepared and ready for an annual independent review
- c) Maintain an inventory of Association assets
- d) Pursue funding opportunities for the Association in both the private and public sectors

Knowledge and Qualifications Required

- a) 5+ years Sport Administration experience
- b) Post secondary education in related field
- c) Willingness to travel.
- d) Working knowledge of Microsoft programs.