



LIFESAVING SOCIETY
SOCIÉTÉ DE SAUVETAGE

The Lifeguarding Experts
Les experts en surveillance aquatique

Lifesaving Society Canada Job Description

Position Title: Training Program Commissioner

Purpose

- To provide Commission-specific leadership to the Board of Directors (the 'Board') of Lifesaving Society Canada (the 'Society' or 'LSC')
- To lead the Commission's activity centres and projects as assigned by the Board.

Reporting Relationship

The Commissioner reports to the Board through the National office and is expected to follow all conditions as set out in the Commission-specific Terms of Reference.

Terms & Conditions

- The Commissioner, as appointed by the Board, shall be a volunteer and may not be a National or Branch employee.
- The Term of Office for the Commissioner shall be four (4) years with the option of reapplying for an additional two (2) year term.
- Individuals who resign, are relieved from their position or who are deemed inactive shall be removed from the Commission.

General Responsibilities

1. Participate in an ethical and lawful manner, respecting the confidentiality of Board discussions.
2. Chair the Commission:
 - Establish a meeting schedule,
 - Coordinate the work of the Commission with regard to the specific responsibilities as outlined in the Commission's Terms of Reference,
 - Communicate with Commission volunteers regularly, and
 - Provide feedback to Commission volunteers on their performance.
3. Manage and/or oversee the Commission's strategic and operational plan.
4. Manage the budget and operate the Commission's strategic priorities within the annual budget allocated for the specific Commission.
5. Champion priorities and other projects as directed by the Board.
6. Work with the Chief Executive Officer and National office staff to support the Commission's strategic and operational plans.
7. Attend Board meetings as requested or required to report to the Board and to represent the Commission's interests and answer questions.
8. Attend other meetings of LSC such as face-to-face meetings (including the Annual General Meeting) and strategic/priority planning meetings.

9. Submit a summary of Commission accomplishments and highlights during the fiscal year for inclusion in the Annual Report.
10. Work cooperatively and collaboratively with other Commissions as necessary to implement joint initiatives or projects spanning multiple Commissions.

General Skill Set and Knowledge Areas

1. Willingness to participate as a volunteer throughout the term of office.
2. Strong understanding of LSC's structure, programs, and services, including, without limitation, the provincial, national and international priorities.
3. Strong understanding of the linkages between LSC as an organization and the various internal and external stakeholders.
4. Strong understanding of the Commissions' mandates generally, with emphasis on the particular Commission's specific mandate and terms of reference.
5. Demonstrated leadership, project management, and teamwork-building skills and ability to work in a team environment.
6. Ability to direct, coach, and support volunteers who work with the Commission.
7. Ability to work with staff whose work supports the Commission.
8. Ability to gather input from, and work with, diverse groups and stakeholders.
9. Strong oral and written communication and presentation skills.
10. Ability to speak in English and French is an asset.
11. Ability to identify, manage, and mitigate risk, domestically and internationally as appropriate, within the area managed and overseen by the specific commission.
12. Willingness/ability to travel and participate in face to face meetings with the commission members and other key personnel of LSC.

Additional Skill Sets and Knowledge Areas – Training Program Commissioner

1. Knowledge of all LSC National Mandatory and National Endorsed programs.
2. Current or previous experience as an instructor or trainer for any of the National Mandatory programs.
3. Understanding of the needs of LSC and its Branches to help develop, revise, review or retire programs.
4. An understanding of the needs of the Branches to deliver programming at the community level.
5. Undertake all responsibilities consistent with the purpose of the Training Program Commission.

Job Description Approvals

- Approved by Lifesaving Society Canada's Board of Directors on 13 January 2020.