



Atlantic Canada Chapter

Executive Director Position

Expression of Interest

The Atlantic Canada Chapter of the SWANA now invites eligible chapter members to indicate their interest in this position. Interested members must respond by the date specified with a resume, short letter of vision, and budget to successfully achieve the draft terms described below.

Objective:

This position is being considered to help the Chapter advance the practice of environmentally and economically sound management of municipal solid waste in Atlantic Canada. The position is budget sensitive, and has a goal to become self sustaining.

Qualifications:

The Executive Director must be a member in good standing of the Atlantic Canada Chapter of SWANA and have a minimum of 10 years of experience in the field of solid waste/resource recovery systems.

Time Commitment:

To start the position will be temporary part-time for up to a one year period. With reference to the Description of Services (below), it is anticipated that the Executive Directors' role will require 16 hours per month with an additional annual requirement of 40 hours for regular chapter meetings. Time associated with attendance at training or other events would be in addition to these commitments.

Description of Services:

The Contractor will provide the Client with the following services:

- Act as the main contact person for the Atlantic Canada Chapter.
- Conduct Chapter public relations including liaising with all levels of government, fellow Canadian SWANA Chapters and other organizations.
- Develop and periodically update promotional information regarding the work and strategic objectives of the chapter.
- With a connection to SWANA's training resources, Coordinate and promote a facility operator certification initiative with Atlantic Canadian Provincial government departments, municipalities and all those working in the waste/resource management field in Atlantic Canada.
- Coordinate and promote membership in the public and private sector.
- Explore sponsorship opportunities for SWANA related events.
- Coordinate and attend Board meetings including setting the agenda along with President and executive committee.

- Oversee all Chapter operations including training/trainer recruitment, conference events, certification programs, member services such as the newsletter, and other chapter activities.
- Coordinate Chapter strategic and business planning.
- Review, update and ensure compliance with Chapter bylaws and policies.
- Review and approve all outgoing Chapter communications.
- Liaise with Committee Chairs to ensure functioning of Chapter Committees.
- In consultation with the Chapter Treasurer, oversee financial management for the Chapter, including expenses related to executive travel.
- Strive to ensure training events, chapter activities and the ongoing duties of the Executive Director are, at a minimum, financially self-sustaining.
- Optimize the value of training events for the membership in Atlantic Canada and evaluate situations where potential losses may occur.
- Monitor and coordinate regular updating of the Atlantic Canada Chapter website
- Maintain awareness of training materials that are available from SWANA.

Expressions of interest must be delivered to the address below by Friday, December 2, 2011 at 4:30 p.m. EST

*SWANA - Atlantic Canada Chapter
Attn: Sarah Devereaux, Treasurer
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