



MANITOBA VETERINARY MEDICAL ASSOCIATION

Executive Director (Temporary Position)

The Manitoba Veterinary Medical Association (MVMA) is the independent, non-profit professional organization responsible for advocacy and regulation of the veterinary profession in Manitoba. As the advocate for the veterinary profession, the MVMA promotes animal health and welfare, public awareness of veterinary medicine and supports members in their pursuit of professional excellence. As a regulatory body, the MVMA is responsible for licensing members; inspecting clinics; and mediating and/or resolving public concerns/complaints regarding the practice of veterinary medicine in the Province of Manitoba.

The Executive Director (ED) is a full-time employee of the MVMA whose primary responsibility is the successful leadership and management of the association office. This role requires an individual who possesses:

- a high level of self-direction and personal integrity
- strong interpersonal, organizational and administrative skills
- the ability to understand complex problems
- the ability to identify potential opportunities for the association
- maintains effective inter-personal liaisons
- the ability to manage multiple competing priorities
- a keen attention to detail

This position reports to the President and Council of the association. Performance appraisals are completed by the current President of the association. All MVMA staff positions report to the ED.

Key Functions

- Responsible for the operational planning and management of the association including the resource allocation (human and financial), financial management, policy development and review, and day-to-day management.
- Manages and supports the human resource of the association this includes MVMA staff, MVMA council, and other volunteers and committees.
- Advocate and promotes the veterinary profession in Manitoba and Canada to achieve the goals of the association and advancing the interests of members.

- Support regulatory function of the association through resource allocation and review and recommend changes to *The Manitoba Veterinary Medical Act*, MVMA By-laws, Practice Inspection, Practice Standards By-laws and related MVMA policies and procedures. Oversee the identification and implementation of regulatory programs and projects.
- Act as a representative of the MVMA with other veterinary medical associations, governments, and interest groups.
- Oversee the development, implementation and evaluation of MVMA programs, services and projects, ensuring they contribute to the organization's mission and reflect the priorities of the Council as well as provide value to members.

Primary Duties and Responsibilities

Assigned duties include, but are not limited to:

Leadership

- Identify, assess, and inform the MVMA Council of internal and external issue that affect the association
- Act as a professional advisor to the MVMA Council on all aspects of the organization's activities
- Integrate and maximize available resources for the attainment of association goals
- Interact compassionately with the public, volunteers and staff

Operational Planning & Management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the association
- Ensure the operations of the association meets the expectations of its members, council, the public and other stakeholders
- Maintain an effective environment to conduct association affairs
- Oversee the efficient and effective day-to-day operation of the association
- In consultation with Council, volunteer leaders and staff, draft policies for the approval of Council and prepare procedures to implement the organizational policies; review existing policies either as defined in the policies or as required and recommend changes to the Council
- Organize and facilitate the contribution of employees and/or volunteers in the performance of their responsibilities
- Office Management
 - Conduct official correspondence on behalf of the Council and association as appropriate or jointly with the Council
 - Ensure that association, personnel, member and volunteer files are securely stored and privacy/confidentiality is maintained
 - Oversee the maintenance of an archive of all council and annual general meeting records
 - Purchase relevant technical equipment for the office based on the association's needs and requirements within budget limits

- Direct and supervise installation of technical equipment as well the resolution of any technical concerns
- Financial Planning and Management
 - Work with staff, Council and committee leaders to prepare a comprehensive budget
 - Review membership fees and association rates charged for services provided on a regular basis and make recommendations to Council for change
 - Work with the Council to secure adequate funding for the operation of the organization
 - Directly, and through staff of the association as it may be available, participate in revenue generation as appropriate, whether by way of sponsorship, revenues from activities/events, government funding or other means available
 - Approve expenditures within the authority delegated by the Council
 - Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the association
 - Provide the Council with comprehensive, regular reports on the revenues and expenditures of the association
 - Directly, and through staff of the association as it may be available, prepare financial reports on associations special events and continuing education events
 - Ensure the sound bookkeeping and accounting practices are followed
 - Ensure the association complies with all legislation covering taxation and withholding payments
 - Supervise the prepare of audit material; liaise with the association’s auditor
 - Negotiate lease arrangements for Council approval
 - Negotiate optimal price/service for contracts and tenders
- Risk Management
 - Identify and evaluate the risks to the association’s people (members, volunteers, staff and management), property, finances, goodwill and image and implement measures to control risks
 - Ensure the Council and the organization carries appropriate and adequate insurance coverage
 - Ensure the Council and staff understand the terms, conditions and limitations of the insurance coverage
- Responsibilities to MVMA Council
 - Maintain communication with the Executive Committee on important issues on a timely basis
 - Direct the preparation of agendas, reports, minutes, and other material required for all Council meetings
 - Facilitate and make arrangements for Council meeting and communications
 - Provide a written update at every council meeting including any issues that the Council should be aware of and any additional information requested
 - Ensure Council communications will:
 - Establish positive reporting mechanism
 - Provide timely updates on developments

- Assist the Council with decision-making process and timely provision of reports
- Assist the Council with establishing organizational goals and policies for the efficient operation of the MVMA and the meeting of MVMA mission and objectives

Human Resource Planning & Management

- Act as a positive mentor and leader for MVMA staff and volunteers by upholding the MVMA's values and ensuring the successful implementation of the MVMA's objectives
- Evaluate and ensure all employees and volunteers adhere to MVMA policies related their responsibilities including human resource and fiscal policies
- MVMA Staff
 - Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
 - Facilitate the development of work plans for association activities; monitor staff work load and communicate the needs to Council
 - Within established policies, recruit, interview (or sit on an interview panel) and select staff that have the right technical and personal abilities to help further the association's mission
 - Ensure that all staff receive an orientation to the association and the appropriate training is provided
 - Supervise and coordinate staff training and development
 - Conduct an annual performance review of each permanent staff member
 - Coach and mentor staff as appropriate to improve performance
 - Conforming to established policy, discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures
 - Advise the Executive Committee of staff performance concerns and the action being taken including to improve performance , discipline and/or release
- MVMA Council
 - Facilitate the nominations process for vacant council position according to *The Manitoba Veterinary Medical Act*, MVMA by-laws and established policies
 - In conjunction with the MVMA Executive Committee, update as required an MVMA Council Orientation Manual and meet with new council members to review the manual and review their role as a MVMA Council member
- MVMA Volunteers
 - Assist with the recruitment, training and supervision of all volunteers
 - In conjunction with the Executive Committee, committee chairs and/or MVMA representatives ensure that all ad hoc and fixed committees of the association are assembled, have clear understanding of their responsibilities and are functioning appropriately
 - Coordinate volunteer/committee responsibilities as assigned by Council; set meetings and assist with agenda
 - Support through resource allocation and policy and procedure development all MVMA committees, representative, liaison and/or other volunteers of the association

- Serve on ad hoc committees as directed by Council
- As required, act as recorder of committee decision and recommendations and arrange for these to be stored in the associations records
- Develop new and/or update as required the terms of reference and related policies and procedures for MVMA volunteer positions; recommend changes to the Council
- Direct reimbursement of expenses for volunteers on related committees

Advocacy & Community Relations

- Directly, and through staff and volunteers of the organization as it may be available, communicate with stakeholders to keep them informed of the work of the association and to identify changes in the community served by the association
- Maintain good working relationships and collaborative arrangements with members, community groups, sponsors, government, and other organizations to help achieve the goals of the organization
- Foster, encourage and advance the community's view of the veterinary profession and its interests
- Directly, and through staff of the association as it may be available, liaise with the corporate community and develop relationships for sponsorship opportunities
- Direct and assist to identify an appropriate spokesperson and/or act as a spokesperson for the association (when appropriate)

Member Service

- Prepare the Annual Report to membership
- Internal Communications
 - Direct and oversee the internal communications to membership
- Promote collegiality at association functions

Manitoba Veterinary Medical Act, MVMA By-Laws, & Regulatory Administration

- *The Manitoba Veterinary Medical Act*
 - Be familiar with the Act and how it affects the operation and mandate of the MVMA
- MVMA & PIPS By-laws
 - Assist with identification of new by-laws or existing by-laws requiring revision
 - Assist with the drafting/amending of by-laws
 - Assist with researching process and legislation
- Consult with MVMA legal counsel as required
- MVMA Regulatory Responsibilities
 - Oversee the identification and implementation of regulatory programs and projects.
 - Oversee of regulatory function and registrar to ensure activities, duties are being completed according to set out by to the Act and MVMA by-laws and policies
 - Refer concerns regarding regulatory matters to the appropriate party (i.e. Registrar, Peer Review Chair, Council) as set out by to the Act and MVMA by-laws and policies
 - Support the Registrar in the administration of the MVMA's regulatory mandate as defined by the *Manitoba Veterinary Medical Act*, and MVMA by-laws, policies and procedures through resource allocation and policy and procedure development/review

Liaison with other VMAs and Government

- Liaison with other veterinary medical associations nationally including attendance at national meetings
- Liaise and correspond with the CVMA/other VMAs on issues of mutual concern and work as required to resolve these issues
- Attend CVMA meetings as directed by Council
- Liaise with representatives from Manitoba Veterinary Technologists Association (MVTA)

MVMA Programs, Services and Projects

- Lead the identification and design of new programs, services and projects
- Oversee the planning, implementation and evaluation of the organization's programs, services, and projects
- Oversee the responsible staff member to ensure and advance the delivery of programs, services and projects
- Ensure the programs, services and projects offered by the organization contribute to the organization's mission and reflect the priorities of the Council as well as provide value to members
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of events, including continuing education events, conferences, member meetings including the annual general meeting and other related events
 - In consultation with the Executive Committee and Council, develop speaker notes and presentation material for the annual general meeting and other MVMA member meetings; meetings with the CVMA/other VMAs; community groups; government; and other organizations

Position Information

Contract length: anticipated roughly 14 months (June 2025-August 2026)

Pay: \$90,000.00-\$110,000.00 per year commensurate with experience

Schedule: Normal business hours however some evening and weekend work required.

Education: Minimum of Bachelor's Degree

Work Location: In person at the MVMA office or hybrid work

Closing Date: May 6, 2025

How to Apply:

Please send a cover letter and resume to: registrar@mvma.ca

All submissions must be in English. If we can make the process easier through accommodation in the recruitment process, please reach out. Candidates must hold appropriate work authorization for Canada. The MVMA thanks all applicants for their interest. However, only those candidates we wish to interview will be contacted.