



ORIENTEERING C A N A D A

COURSE D'ORIENTATION C A N A D A

CONTRACT POSITION DESCRIPTION

POSITION:	HIGH PERFORMANCE COMMITTEE MANAGER
STATUS:	Part time Paid Position - equivalent of 4 hours per week
JOB LOCATION:	Authorized Home Office
WAGES:	Hourly, part time, to be discussed
APPLICATION DATE:	April 22, 2019

Organization Overview:

Orienteering Canada is federally incorporated as a not-for-profit corporation and is a Registered Amateur Athletic Association under the Income Tax Act. The organization has about 7,000 members and operates within a budget of approximately \$70,000. Orienteering Canada works with provincial and territorial member association sport partners and the affiliated member orienteering clubs to deliver and coordinate programs and services to its membership and to advance the sport of orienteering across the country.

Position Summary:

The HPC Manager reports to an individual designated by the High Performance Committee. The Manager takes direction from the High Performance Committee (HPC). The Manager is generally responsible for managing the administrative duties of the HPC.

Duties and Responsibilities:

The Manager will work closely with the High Performance Committee to:

COMMITTEE MANAGEMENT

- create an on-going list of HPC tasks and deadlines and ensure adherence to the deadlines by the appropriate individuals
- coordinate HPC meetings and develop meeting agendas

- coordinate the scheduling of HPC meetings
- use Basecamp to ensure the efficient working of the High Performance Committee Basecamp
- keep current and accurate database of HPC documents in Google Drive and Basecamp
- ensure that sub-committees are on task and deadline (e.g., selection committees)

COMMUNICATIONS

- handle the hpp@orienteering.ca email
- oversee the HPP Instagram account

FINANCIAL

- manage the HPC budgeting process, liaise with the Orienteering Canada Treasurer as needed, approve (or not) HPP-related payments and reimbursements according to the HPC budgets and agreements

ANNUAL HIGH PERFORMANCE PROGRAM (HPP) PROCESSES

- manage the annual process to update the HPP manuals and accompanying documents to ensure delivery by set deadlines
- keep notes regarding potential changes to the next year's documents
- coordinate the annual HPP application and selection process, ensuring adherence to deadlines
- coordinate the annual coach/team manager recruitment process as determined by the HPC and ensure agreements are up to date
- coordinate a timely annual review process for each HPP coach
- other tasks assigned by the High Performance Committee

The HPC Manager will make an effort to attend meetings of the High Performance Committee, with the understanding that this is volunteer (un-paid) time.

POWER OF DECISION MAKING

The Manager:

- has the authority to take the measures that are necessary in the daily administrative operations of the High Performance Committee. For actions required beyond these limits, the Manager is required to have decisions approved by the High Performance Committee depending on the scope of the actions.

Accountability and Authority:

The Manager can:

- act as a spokesperson for the High Performance Committee, when delegated as such by the HPC.