

Overview of the Role

The Maritimes Energy Association (MEA) is a not-for-profit industry association. For over 37 years, MEA has promoted the Canadian east coast energy industry and the local supply chain that supports it in a changing global environment. We advocate for over 200 Maritimes-based companies that market goods and services around the world. We are the voice of the energy industry in New Brunswick, Nova Scotia and Prince Edward Island. Our membership represents the diversity of the energy sector. It is comprised of companies involved in everything from oil and gas production, renewable energy, smart grid operations to clean technology development. We also have a partnership with CanadaCleantech since 2017.

The CEO is responsible for the overall operation and administration of The Maritimes Energy Association, including implementation of the Board directives and policies, human resource management, financial management and external stakeholder management while ensuring appropriate resources are in place to effectively support the mission and goals of the association and its membership.

The CEO will be responsible for:

Board Management

- In collaboration with the Board of Directors, develop/update the association's strategic plan, vision, mission, goals, positions and policies on an annual basis;
- Develop the annual plan and budget to achieve the strategic direction set by the board and present to the Board for approval;
- Provide guidance to the Board while ensuring the development and implementation of business plan objectives, priorities and performance measurements, reviewing progress to plan on a quarterly basis;
- In consultation with the Board, develop external messaging to respond to key industry issues.
- Engage the Board and Board Executive, where appropriate, in discussions/communications with key industry and government stakeholders;
- Develop agendas for the Board reflecting current and emerging issues, opportunities, and priorities;
- Submit Board reports and recommendations to the Board concerning the affairs of the association; and
- Perform other duties as required.

Financial Management

- Assume overall financial responsibility including the development and achievement of budgetary goals to ensure the long-term viability of the association;
- Develop plans, strategies and methods for accomplishing budget objectives and for measuring results against plans;
- Control and monitor expenses and revenues including the implementation of appropriate financial controls, policies and procedures;
- Provide regular financial updates to the Board; identifying variances from budget, as well as potential financial risks;

- Initiate and direct the development of strategies, proposals and plans for funding and resource development that are consistent with the strategic plan and ensure the long-term sustainability of the association;
- Assure compliance with all requirements related to grant funds, including preparation and timely submission of reports to granting agencies;
- Perform other duties as required.

Human Resource Management

- Effectively manage the day to day staff operations;
- Foster a culture of accountability, productivity and efficient operations;
- Delegate the necessary authority to staff and create a constructive working environment;
- Regularly communicate Board objectives, plans and goals to staff;
- Develop and retain a team that is able to provide effective recommendations and ideas to the Board so as to deliver valuable services, programs and events beneficial to members;
- Hire staff in accordance with policy, budget and Board Executive approval;
- Facilitate and document bi-annual staff performance reviews;
- If/when necessary, discipline and terminate staff in consultation with the Board Executive;
- Perform other duties as required.

External Relations

- Represent the association at meetings, conferences, Missions and in other settings to promote the vision and goals of the association;
- Act as the spokesperson for the association under the guidance of the strategic direction and board-approved positions and policies;
- Serve as ambassador for the association to relevant organizations in the region, nationally and internationally;
- Act as a liaison between the government, industry and the Board.

Member Relations

- Identify, document, and articulate the needs of member companies;
- Identify and develop new areas where the association can deliver value to its members;
- Identify and secure potential new members with assistance of Board members;
- Communicate regularly with member companies and provide feedback to the Board on issues or comments generated from the membership;
- Develop and maintain strong and proactive relationships with members by delivering exceptional customer service and ensuring that member needs are handled effectively and efficiently.

Industry Relations

- Promote collaboration with and among the association's peer organizations across the three Maritime Provinces to address the needs of member companies and the mission and goals of the association;
- Maintain the necessary contacts to keep abreast of emerging issues and trends of significance to the association and communicate to the Board;
- Engage Board Executive to meet regularly with key industry executives.

Government Relations

- Develop and maintain key relationships with all levels of government;
- Provide regular governmental updates to the board;
- Ensure appropriate Board members attend meetings with key government officials.

If you are excited by what you have read and you have the experience and passion we are seeking in our CEO, we want to hear from you with your interest and qualifications. Deadline for responding is July 27, 2019.

Please contact Chair@Maritimesenergy.com