

President & Chief Executive Officer

Encorp Pacific (Canada)

To access full Executive Brief, including contact information, click [here](#).

Position Description

General

Reporting to the Board of Directors, the President and Chief Executive Officer (CEO) is responsible for:

- Providing leadership, general supervision, and management and control of the operations of Encorp Pacific on a day-to-day basis in accordance with the strategies, plans and policies approved by the Board.
- Maintaining effective working relationships and communicating with Encorp Pacific's key stakeholders.
- Planning, organizing and directing all facets of Encorp Pacific operations within the approved strategic framework.

Specific Accountabilities

1 The Stewardship Plan

Every five years the Steward Plan is reviewed, the CEO leads the public consultation and process to secure government approval.

2 Strategic Plan

Annually, in collaboration with the management team and other staff, key constituents, and the Board, the CEO:

- Formulates and recommends the Stewardship Plan and a strategic plan for Encorp Pacific to the Board for review and approval.
- Reviews with the Board Encorp Pacific's progress in achieving objectives set out in the Stewardship Plan and the Strategic Plan.

3 Annual Operating and Capital Plans

The CEO:

- In collaboration with the CFO and the Audit Committee, develops and recommends the annual operating and capital plans for Board approval.
- Successfully implements the budget.
- Each quarter submits to the Board:
 - Encorp Pacific's progress in achieving plans.
 - a rationale for variances; and
 - recommends modifications to the plan.

4 Financial Statements

The CEO provides to the Board for its review and approval:

- Operating financial statements at the end of each quarter of the fiscal year; Six-month unaudited financial statements; and audited statements for the end of the fiscal year.

5 Annual Personal Objectives

- The CEO, in conjunction with the Board, establishes an annual list of personal performance objectives (within the context of the Strategic Plan) to be achieved by the CEO in the forthcoming year.

6 Information and Orientation for the Board and Advisory Committee

The CEO:

- Ensures the Board and the Advisory Committee have all the information necessary to exercise their responsibilities.
- Upon the appointment of each new Board and Advisory Committee member, coordinates an orientation program including providing that director with background information on Encorp Pacific and the general issues facing the Corporation.
- Provides effective support and ensures the flow of accurate and timely communications to and from the Board and Advisory Committee that enhance operations and allow the Board to fulfill its governance responsibilities.
- Develops meaningful measurements of organizational success and ensures ongoing reporting to the Board regarding performance results.

7 Organization and Management

The CEO:

- Reviews the appointment of senior management team members with the Board.
- Develops and maintains an effective organization structure that reflects user needs and the strategic directions of the corporation and defines the authority and responsibilities of the management team members.
- With the management team, develops and oversees progressive human resource policies and programs that contribute to employee motivation and development and support Encorp Pacific's ability to hire and retain quality staff.
- Fosters an environment of fair treatment to employees through effective selection, development, motivation and appraisal systems and through constructive management of Encorp Pacific's personnel.

8 Risk

- Identify strategic and operational risks with added emphasis on the cyber security risks in today's world.

9 Leadership of Human Resources

The CEO:

- Models and provides strong, effective and highly visible leadership to management team members and all employees.
- Develops an environment where employees are valued, included and motivated.
- Promotes a leadership team and broader staff that reflect the diversity of our community.
- Is stimulated, motivated and guided to contribute fully to the realization of Encorp Pacific's mission, values, objectives and strategic plan; and
- Empowered to develop innovative approaches to enhance performance.
- Implements a succession planning and management development process and reports annually to the Board.
- Fosters a corporate culture that promotes ethical practices and individual integrity.
- Provides leadership that benefits the post COVID-19 hybrid world of work.

10 Policies and Programs

The CEO recommends to the Board of Directors new and revised policies, programs and strategies.

11 Administrative Management

The CEO, in collaboration with the CFO:

- Implements effective administration systems to ensure the efficient utilization of Encorp Pacific's financial resources within the objectives, policies, plans and budgets established by the Board.
- Ensures Encorp is prepared for external audit and non-financial reporting as required by the Government of BC.

12 Financial Management

The CEO, in collaboration with the CFO:

- Ensures the use of Encorp Pacific's proper internal audit, financial management and record keeping systems.
- Seeks Board approval for expenditures outside the delegated authority from the Board.

13 Depot Handling Fees

The CEO leads the negotiation process with Return-it Depots every few years.

14 External and Internal Communications

The CEO:

- Ensures the development and implementation of a comprehensive communication program that supports Encorp Pacific's overall goals, objectives and strategies.
- Ensures Encorp Pacific maintains a positive corporate image in the public domain.
- Ensures an annual report is prepared on behalf of the Board.
- Maintains positive ongoing communication with the provincial government and senior staff within the Ministry of Environment.
- Maintains positive ongoing communication with local and regional governments, especially as Encorp Pacific expands the roll out of its Express & Go program across BC.
- Maintains positive ongoing communication with key external stakeholders.

15 Monitoring Trends

- The CEO keeps abreast of trends and developments in the industry and other relevant public policy.

16 Legal

- The CEO ensures systems are in place that ensures the Corporation operates with the highest ethical standards and within the limits of the law.

Reporting Relationships

- A.** Relations with the Chair
The CEO meets regularly and as required with the Board Chair to review material issues and to ensure the Board Chair is provided with relevant and timely information.
- B.** Relations with Various Levels of Government
The CEO develops and maintains effective relationships with elected and non-elected officials of those organizations with responsibilities affecting Encorp Pacific.
- C.** Relations with the Media and General Public
The CEO establishes a presence and takes a leadership role in presenting Encorp Pacific as a unique and important stewardship agency undertaking an important responsibility.

To access full Executive Brief, including contact information, click [here](#).