

ORNAC Executive Director



Operating Room Nurses
Association of Canada

Association des infirmières et infirmiers
de salles d'opération du Canada

Date: September 1, 2023

Date Posted: July 1, 2023

Closing Date: Until filled

Salary Range: \$40,000-\$50,000 (PT~20hrs/wk, remote)

General Description

The primary role of the ORNAC Executive Director is to be an organizational leader, support the ORNAC Board of Directors, and to facilitate the growth of ORNAC as the voice of perioperative nursing in Canada.

The Executive Director will “be accountable for the direct and actual supervision and charge over the day-to-day operations” (ORNAC Bylaws, 2013) of ORNAC as a not for profit organization under the Canada Not for Profit Corporations Act (2009). As a senior leader of a non-profit organization, the executive director is nonvoting and an ex-officio member of all committees. The term ex-officio means by virtue of an office. The Executive Director may take a more active role on some teams/committees than others, but should have some involvement in all of them.

The successful candidate will be responsible for, but not limited to:

- Making sure the not for profit complies with laws and regulations
- Communicating with the board of directors, and members of the association (as directed by the board);
- Ensuring organizational technology and platforms are used to their best advantage to further the growth of the corporation. These platforms include but are not limited to:
 - Content Management Systems (Joomla);
 - Video conferencing platforms (Zoom, MS Teams);
 - Financial transactional software (PayPal);
 - Familiarity with Accounting platforms (Quickbooks/Hubdocs);
 - Simple Machines databases;
 - MS Office applications; and
 - Google Workspace
- Advising regarding organizational policies and implementing as required;
- Ensuring the availability of resources as required;

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- Reviewing and advising re contracts for services; and
- Assisting in the hiring of contracted personnel.

Qualifications

Required:

- Demonstrated computer skills.
- Excellent written and verbal communication skills.
- Manage relationships with all stakeholders.
- Comfortable managing multiple tasks.

Desired:

- Previous experience in a Leadership position.
- Project Management Certificate/Previous Project Management experience (within last 2 years).
- Bilingual (English and French).



Expectations

Leadership:

- Demonstrate support of ORNAC, its Bylaws, Philosophy, Mission, Vision and Values, and all organizational policies, and goals.
- Promote ORNAC as the voice of perioperative nursing in Canada.

Internal Management:

- Contribute to and monitor the progress of the operational plan and make appropriate adjustments to support the organization.
- Promote and build collaborative relationships amongst board members.
- Build and foster a culture of safety with the board.
- Focus on board member's strengths in order to empower growth and development as board members.
- Identify priorities and initiatives in collaboration with the executive and board.
- Facilitate and/or attend face to face, and online group meetings.
- Coordinate timely responses to executive, board, and ORNAC members who make inquiries regarding the organization.

External Management:

- Collaborate with all stakeholders who interact with ORNAC, for the growth of ORNAC in Canada.

Note: The Executive Director will assume the costs of their internet access, mobile phone access, computer hardware, and business application software.

Please submit cover letter and resume to info@ornac.ca
