



## EXECUTIVE DIRECTOR

**Yukon Chamber of Mines (YCM)** is a non-profit organization working to serve over 700 valued members and to advance the interests of all those involved in the Yukon mineral industry. Active for over 75 years, YCM's mission is to strive to represent the full spectrum of quartz exploration and mining activities in the Yukon, to promote responsible and prosperous quartz exploration and mining industries in the Yukon, to represent the interests of the quartz mining industry at all levels of government discussion, and to increase public awareness of the benefits of responsible, sustainable development of mineral resources.

### PART I – IDENTIFYING DATA

Position: Executive Director

Supervisor's Title: President

Location: Whitehorse

Organization Type: Non-Profit Industry  
Association

Salary Range: Dependent on experience

### PART II – PURPOSE AND GENERAL ACCOUNTABILITY

**Purpose:** To provide management in the implementation of the mission, goals, and priorities of the YCM in accordance with the YCM Strategic Plan and associated Workplan, and direction from the Board of Directors. This includes lobbying and advocating for the YCM with the Yukon Government, Yukon First Nations Governments, local governments, and Yukon non-governmental organizations (NGOs), and to develop strong working relationships with all these entities.

#### **Specific Accountabilities:**

##### **Leadership, Advocacy, Issue Management (55%):**

- o Act as the public spokesperson for the YCM;
- o Establish and maintain high level contacts at the political and bureaucratic levels within the Yukon Government, First Nations Governments, local governments and other NGOs;

- o Provide leadership to the staff and create a team environment that fosters engagement and development for the organization;
- o Establish a working environment that showcases the positive contribution that the mining industry provides including but not limited to essential material we use everyday;
- o Advocate on issues of importance to the Quartz Minerals Industry;
- o Prepare reports for monthly Board meetings including detailed financial updates and reports from Committees and ex-officio members. Attend Board meetings to provide context to written reports and obtain input from the Board as required;
- o Provide recommendations for strategic direction to the Board and develop/amend/update workplans as required;
- o Monitor progress in achieving goals of the Strategic Plan and provide reports to the Board;
- o Sit as a member on all YCM Standing Committees (Finance, HR/Governance, Communications/Membership) and participate in other Committee meetings as required;
- o Monitor emerging and ongoing industry issues, responding and informing the Board of Directors with accurate and complete information for discussion and direction;
- o Assist in the development and strengthening of industry relation agreements, e.g. MOU's with First Nations and/or other industry groups and NGOs;
- o Be available and responsive to media requests and public discussions opportunities;
- o Promote YCM in and outside of Yukon through attendance at industry events and public meetings, ensuring YCM key messages and perspectives are communicated broadly; and
- o Attend industry events, representing and promoting the Yukon Quartz Minerals industry.

**Financial Planning and Administrative Management (25%):**

- o Develop and manage an approved fiscal-year budget of \$900k plus:
- o Administer the funds of the organization according to the approved budget and monitor monthly cash flow, including supervising and monitoring of sound bookkeeping and accounting procedures;
- o Manage YCM employees, as required including approval of leave, disciplinary action as required, and performance appraisals; and
- o Develop and manage 3<sup>rd</sup> party contracts issued by YCM.
- o Manage YCM building leases.

**Event Hosting and Membership Management (20%):**

- o Oversight of planning for YCM led events and hosting of such;
- o Coordinate membership meetings in accordance with the YCM Constitution, including special issue meetings;
- o Oversee and monitor membership communications; and

- o Manage membership to ensure value is created at all levels and membership numbers are consistently steady or increasing.