



General Manager Position Description

The General Manager is a contractual position, supporting a volunteer board of directors and reporting to the President. In the event the role of the President is vacant, the General Manager shall report to the Vice President until the role of the President has been filled.

This position is 20 hours per week and supports five broad areas of the organization's work: governance, administration, programs, events, and communications. Hours per week may vary depending on circumstances.

Preferred Qualifications:

- Experience working with a non-profit, volunteer board
- Familiarity with the SWCC, its mission and values
- Experience with Google Workspace for Non-profits
- Experience with Wild Apricot membership management software
- Experience with social media strategies and analytics
- Event coordination: including sponsor support, website updates, volunteer recruitment, and on-site management
- Knowledge of fundraising processes
- Bilingualism

Remuneration: Hourly rate commensurate with level of experience and cost of living in their home province.

The General Manager acts as an independent contractor and shall not be considered an employee, broker, or agent of the organization. The General Manager is solely responsible for withholding any applicable taxes from payments made by SWCC for services rendered under the terms of their contract.

Accountabilities: General responsibilities will include serving as the primary point of contact for members and partners; administrative and financial activities; fundraising support; website and social media development; and assistance with annual conference logistics.

Specific tasks of the General Manager, and the approximate allocation of time on an annual basis are identified as follows. The following tasks are listed in order of importance to the operations of the SWCC.

Governance (10%)

- Schedule board meetings, working with the President to draft the agenda
- Record and circulate minutes for approval and post approved minutes in Google Docs.

- Prepare board docs and conducting background research, as required
- Ensure all SWCC legal documents are up to date.
- Ensure Board resolutions and motions are in keeping with the SWCC constitution and by-laws.
- Act as the primary point of contact and assist the Board with maintaining partnership agreements in good standing with external allies, sponsors and partners of the SWCC.

Administration (15%)

- Maintain SWCC digital assets (Google Workspace, Wild Apricot, etc)
- Support the Treasurer to ensure SWCC accounts are in good financial and legal standing
- Update and maintain the association's historic and current archives

Program Support (40%)

- Provide support for the delivery of SWCC programs (Book Awards), PD events, and the annual conference, as required. These duties are limited to tasks related to updating the web site, tracking registration and event payments, ensuring the SWCC delivers on commitments to sponsors and partners, volunteer recruitment and recognition. The General Manager is not responsible for designing or delivering SWCC programming except in special circumstances when negotiated with the President.
- Work with the Board and committee chairs to identify and implement new programming opportunities, including funding sources.

Membership (20%)

- Respond to (potential) member requests as they arise.
- Process membership applications and renewals.

Communications (15%)

- Maintain the SWCC website, including posting blog submissions approved by the SWCC Blog editor.
- Solicit content from executive members, committee chairs and other members and produce and distribute SWCC newsletter to members on a quarterly basis
- Produce and distribute member email blasts on an as-required basis
- Ensure newsletter and email blasts are safely archived.