

POSITION SPECIFICATION

Revision Date:	January, 2008
Position Title:	National Director/President of C. C. I / Canada
Reports To:	Chair or designate of the CCI/CANADA Board
Job Position:	To implement the Strategic Plan as approved by the Board of CCI/Canada in order that CCI/Canada can become an indispensable resource to the entire Christian Camp and conference community in Canada.

PRIMARY RESPONSIBILITIES

A. Implementation of Strategic Plan – 25% of your time will be devoted to the implementation of the CCI/Canada Strategic Plan.

This will include:

1. Recruit, nurture and equip “champions” of the five “portals”.
2. Recruit, nurture and equip “champions” of the E-Quipper and the Web-Site.
3. Assisting Regional Committees to apply the CCI/Canada Strategic Plan at the regional level. (Working closely with the Regional Chair and the Board Rep.)

B. Resource Member Camps - 25% of your time will be devoted to promoting benefits to member camps.

This will include:

1. Camps in General

- Introducing member camps to the Cairn Series, Focus Series, Insite and the “Coffee & Connection” DVD.
- Being available to respond to inquiries from camps by phone, email, mail and in person.
- Teaching senior camp leaders to make greater use of the CCI/Canada website.
- Working with volunteers to expand the resources available on the CCI/Canada web site.
- Submitting a monthly column to the E-Quipper.
- Visiting at least one camp per week to learn about their ministry, encourage senior leadership and pray with them.
- Attending Regional events in order to learn about the successes in ministry and to meet, nurture and resource camp leaders.

2. Services to Larger Camps – This will include:

- Follow up of the Fall 2007 symposium.
- Promoting an on-line forum for Executive Directors of large camps.
- Maintaining regular contact with these Executive Directors (Contact minimum of once every two months).
- Visiting all larger camps (Visit to all larger camps within a two year cycle).
- Develop and implement specific large camp benefits

C. Member Recruitment 15% of your time will be devoted to.

1. Facilitating New Member Camp Recruiting – This will include working with regional recruitment champions for the purpose of:

- Ensuring all non-member camps are encouraged to join CCI
- Educating non-member camps about the benefits of CCI membership
- Providing non-member camps with membership applications as well as regional and national contact information.

2. Business Sponsors - Expand the relationship with Business Sponsors. Focus should be on national sponsors, encouraging regions to develop regional business members. This will include:

- Recruiting and working with volunteers to strengthen the link with existing Business Sponsors.
- Recruiting and working with volunteers to recruit more Business Sponsors.
- Working with volunteers to expand discount programs with Business Sponsors
- Working with volunteers to recruit advertising, event sponsorships and corporate donations.

D. National Events Planning Committee – The Past-Chair of the Board serves as the Chair of the committee. The Administrator is a member of this committee and handles all administrative details of national training events. 15 % of your time will be available to assist the National Events Planning Committee.

This will include:

1. Assisting the committee as per the request of the Committee Chair. (Priority will be to assist in long-term planning of the committee)
2. Attend all National Conferences (E.L.I. and E.L.F. included) in order to network with representatives of member camps.
3. Undertake any role at national training events as requested by the Committee Chair. (Priority will be to have you in a highly visible role)
4. Attendance at National Events Planning Committee meetings at the request of the Committee Chair.

G. CCI/Worldwide –

1. The CCI/Canada Ambassador will continue to be our link to CCI/Latin America and CCI/Australia. The Ambassador will continue to make all arrangements for tours with these two partners.
2. The CCI/Canada Ambassador and the Chair of the Board will remain as the key contacts with CCI/Worldwide.

H. Fundraising – 15% of your time will be devoted to raising funds for the organization.

This will include:

1. Raising personal support
2. Fundraising as required to meet the annual budget.

I. Accountability – 5% of your time will be devoted to fulfilling accountability requirements. This will include:

1. Conducting a yearly performance review of the Office Administrator and the Ambassador(s)
2. Reviewing and revising the job expectations of the Office Administrator and the Ambassador(s) on a regular basis
3. Conducting a yearly performance review of the Champions of each “portal” and each “delivery vehicle”.
4. Reviewing and revising the expectations of the “Champions” of each portal and delivery vehicle.

Please note that this is a working document and can be reviewed on an ongoing basis.

Dated: January, 2008 (Draft)

REPORTING RELATIONSHIPS

A. Board

- You report directly to the Board Chair or a designate who will provide regular feed back.
- A yearly Performance Review will be conducted by the Board Chair and another Board Member
- Attendance at each Board meeting and at each Executive Committee meeting is mandatory.
- Prepare a written report for each the CCI/CANADA Board Meeting.
- Assist the Board Chair and the Executive as they review the Mission, Vision, Values and Strategic Plan of the organization.

B. Office Administrator

- The Office Administrator reports directly to you and provides you with assistance as required

C. Treasurer

- The Treasurer will provide you with budget and expense details for all CCI/CANADA’s activities
- You will be expected to submit recommendations for the next financial budget to the Treasurer.

SALARY AND BENEFITS

A. Salary

- \$55,000 salary, expenses to be included in annual budget based on proposed activity (travel, meals, etc.). Source deductions and group insurance benefits expected to be another 15% of salary.
- Salary is reviewed annually at your anniversary date of hire.
- Your salary will be paid monthly at month end.

B. Benefits

- You will be enrolled in a Benefits Package program that the board will determine.

C. Vacation

- You are eligible for three weeks vacation and one week study leave per year.
- July 1st to August 20th are the best time to be visiting camps so there should be no more than one week of vacation in this period.

D. Training and Development

- Books and periodicals are a personal expense and will not normally be paid
- Seminars and courses may be taken at your discretion to a maximum expense amount of 2.5% of your salary.
- Related expenses such as meals, travel and hotel fees that are incurred in attending courses and seminars must be included in the total training and development expense.

TERMS and CONDITIONS

A. Condition

- A condition of your employment as National Director/President of CCI/CANADA rests on your acceptance of *the Statement of Faith of CCI/CANADA* as well as your willingness to move out in faith with God regarding your finances

B. Hours of Work

- A minimum of 40 hours of work per week regularly
- Due to the amount of travel involved in this job it is expected that you will keep the Chair or the Board and the Administrator informed as to how you can be reached.
- Previous text: (Workdays and hours can be flexible, however, as far as possible, work hours should be standardized so that our members know when you are available. It is expected that you will have regular office hours and make these known). Include or not?

C. Statutory Holidays

- In the case where special events are planned around any of the statutory holidays and your presence and involvement is expected, the number of hours worked is calculated at straight time due to the flexibility of your working days and hours.

D. Expense Claims

- Expense claims must be submitted regularly with all the supporting documentation and must follow the established accounting policies and procedures for submitting a claim.
- Expenses should be done on a monthly basis and be claimed at the end of each month
- The Treasurer is empowered to insist on any additional financial controls deemed necessary.

E. Termination

- At your express desire to terminate your employment with CCI/CANADA, you must give a one – month written notification.
- Where a one-month notice jeopardizes your ability to accept an alternative office, you may negotiate a shorter termination with the approval of the Board
- Should the Board deem it necessary to dismiss you, it will comply with the Ministry of Labour legislation, respect your privacy by keeping information confidential and complete the termination process quickly and accurately

- Termination can happen for substandard performance, misconduct or lay offs.
- The first six months of employment are a probationary period.