

Executive Liaison

Alberta Athletic Therapists Association

The Alberta Athletic Therapists Association (AATA) is a regional chapter of the Canadian Athletic Therapists Association. The AATA ensures that all of its members have met and maintain both National and Provincial membership requirements. The key role of the AATA is to represent, promote, and provide leadership and opportunities for Athletic Therapists across Alberta. The Association currently consists of just over 300 members.

The AATA is seeking the help of a part time (preferably contract-based) Executive Liaison. As the association is still relatively small (approximately 300 members), and consists entirely of a volunteer board and committees, the time commitment will vary at times throughout the year. As this will be the AATA's first paid position, we plan to expand and develop the position over time. Hours can be flexible (easily accommodated outside of the normal 8-5). The position could be performed remotely (using a laptop that will be provided), with the primary duties consisting of: being the first point between the association and the general public, providing administrative support to the volunteer Board of Directors and committees, and assisting with the financial requirements of the association.

Key Responsibilities:

Board Liaison and Support

- Attends all Board meetings, and Committee Meetings, as required. This can be done remotely as most meetings are online.
- Assists with the preparation of the agenda, and record minutes for meetings
- Organizing and maintaining all Association documents on our online drive as well as an external backup
- Participates with the Board to develop a vision and strategic plan to guide the Association
- Acts as a consultant to the Board and its Committees on all aspects of the Association's activities
- Identifies, assesses, and informs the Board of internal and external issues that affect the Association
- Participates in the recruitment, orientation and training of new Board members and Committees

Community Relations, Marketing and Communications, and Advocacy

- Serves as the first point of contact of the Association to stakeholders, key audiences and media on issues related to the Mission of the Association. This contact can be managed remotely via email and voicemail service.
- Responds to inquiries from third parties (insurance companies) regarding association members status
- Assists with public relations activities, interagency relations and attends meetings on behalf of the Association
- Assists with presentations about the Association, its goals and activities as requested
- Manages the weekly membership emails, and assists with monitoring Association social media accounts
- Responds positively and in a timely manner to media requests for interviews
- Establish good working relationships and collaborative relationships with community stakeholders, members, the general public, funders, politicians, and other Associations to keep them informed of the work of the Association, to identify changes in the community and to help achieve the goals of the Association
- Facilitates and provides consultation for event coordination promoting the mission of the Association

- Engages in other marketing and communications activities to promote, advocate, and create more awareness of the organization
- Organizes the distribution of Association's marketing materials that are available to the membership for use at events or courses

Financial Performance – Planning and Monitoring

- Assist in preparing a yearly budget for Board approval
- Assist with annual membership registration and compliance
- Assists with administration of the funds of the Association according to the approved budget
- Monitors budget on a monthly basis ensuring sound bookkeeping and accounting procedures are followed
- Prepares the expense reports of the association for the Board for approval
- Provides the Board with comprehensive, regular reports on the financial status of the Association
- Ensures the Association complies with all relevant financial legislation and CRA requirements, as well as assisting with an internal audit when required.

The AATA is looking for a candidate that is interested in building this position with us. As this will be our first paid position, there will be a period of adjustment and responsibilities may be expanded or shifted from Board members based on the expertise of the candidate. The financial compensation for the position will be commensurate with experience and duties agreed upon.

Applications can be submitted to John Reinbolt, President of the AATA, at president@aata.ca. Thank you in advance for your application, only those selected for an interview will be contacted.