



Position Title:	FENB Executive Director	Date: July 2022
Reporting Line:	FENB Board of Directors, through the President or another specified Board member	

### Working Relationships

<p>FENB Board of Directors          Local fencing clubs          National and provincial regulatory bodies          National and provincial sports associations and bodies          FENB volunteers          Partnerships/Sponsors          Other organizations and funding agencies</p>
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### Summary of Primary Job Functions

<p>The Executive Director (ED) is responsible for executing projects and tasks to meet the goals of Fencing-Escrime NB (FENB). The ED implements the policies established by the Board of Directors, provides leadership, coordination, direction, and guidance in FENB's activities.</p> <p>The main responsibilities of the Executive Director include: coordination of FENB tournaments and other events, general administration, fundraising, volunteer management, media relations and communications. The ED also represents FENB to regulatory bodies (national and/or provincial), other agencies, community and civic organizations, donors, funders, supporters, and the general public.</p>
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## Duties and Responsibilities:

- Support Board of Directors (35%)
  - Ensure operations of FENB are in adherence to by-laws
  - Keep the Board informed (on a timely basis) of significant issues affecting the development and delivery of programs and services
  - Attend board meetings and act as recording secretary
  - Primary contact with Canadian Fencing Federation and SportNB
  - Provide operational support for sub-committees, including implementing logistics, documenting and following up on action items and recruitment of new members
  - Prepare reports, including policy documents and funding applications and reports, for necessary stakeholders, such as SportNB, GoNB, and sponsors
  - Manage and implement the FENB SafeSport Program including sport dispute resolution
  - Inform the board of risks to FENB's people (clients, staff, management, volunteers), property, finances, goodwill, image, and implement measures to control risks
  - Ensure that the Board of Directors and FENB carry appropriate and adequate insurance coverage
  - Recommend changes to policies and procedures that would improve FENB operations
  - Recruit and train adequate volunteers as coaches, armourers, secretariats, referees, social media and web content as required to support and promote a thriving and competitive fencing culture in New Brunswick etc.
  - Ensure requirements/certifications are up to date (e.g., Respect in Sport, first aid, police checks)
- Coordination of fencing tournaments, camps, clinics, and training with respective committees (30%)
  - In cooperation with local fencing clubs, establish an annual calendar of fencing tournaments, training camps, clinics; including out-of-province events
  - Plan and coordinate FENB training camps and clinics. Logistics include, but are not limited to, hiring coaches, renting space, coordinating accommodations and travel, and providing equipment

- Plan and coordinate FENB sanctioned tournaments (NB Open, Alfred Knappe, East Coast Games, NB Provincials) with the Tournament Committee, including renting space, hiring officials, coordinating travel and accommodation, organizing volunteers, producing medals, providing equipment
- Coordinate registration process for members and tournaments
- Act as liaison for the Canada Games Committee
- Monitor and support membership (10%)
  - Ensure memberships to CFF are in good standing
  - Communicate with membership regarding opportunities to volunteer, training and development for athletes, coaches, and referees, tournaments etc.
  - Serve as a liaison between the membership and the Board
- Financial management (10%)
  - Prepare annual budget for review and approval by the Board
  - Provide quarterly reporting on FENB expenditures
  - Process expenses according to approved procedures
  - Provide recommendations to the Board for any acquisitions or expenditures that are outside the approved budget
- Act as a spokesperson to promote fencing in New Brunswick (10%)
  - Maintain and update website and social media presence
  - Primary contact with media and potential partners with the objective of growing the sport
  - Write press releases for media
- FENB equipment maintenance (5%)
  - Maintain an up-to-date inventory of FENB fencing and office equipment (Armoury management)
  - Ensure proper storage and maintenance of FENB equipment
  - Dispose of out-dated or worn out equipment as necessary

Flexible hours will include evenings and weekends. Workload can vary significantly from week to week, so strong organizational and time management skills are essential. NB fencing season runs from September to June, with the expectation that the ED will attend NB tournaments (on weekends). Travel within NB is required.

