

POSITION PROFILE

PRESIDENT



**Building Owners and Managers
Association of British Columbia**

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CAREER OPPORTUNITY

WE ARE...

BOMA BC (Building Owners and Managers Association of BC) is a not-for-profit association dedicated to the commercial building industry throughout BC. BOMA BC provides their members with exceptional networking opportunities, industry news and reports. They also successfully advocate on the industry's behalf on government policy, regulations and taxation, where they have successfully saved the industry millions of dollars. Financially, the Association has also done well generating annual surpluses that have added up to healthy reserves in support of future work. BOMA BC will undertake initiatives on behalf of members and industry overall.

Vision:

The vision of the Building Owners & Managers Association is to be recognized as the principal voice, through leadership and advocacy, for the commercial real estate industry in BC.

Mission:

BOMA BC will help foster a favorable business environment for the commercial real estate industry and facilitate the delivery of valued services for its members.

Goals:

- Successfully advocate the interests of the industry on government policy, regulatory and taxation issues of greatest importance to the membership.
- Be recognized by provincial and municipal government and regulatory agencies as the primary advocate and information source for the commercial building industry.
- Provide needed services to members throughout BC where they are able to develop and facilitate the delivery of those services in an efficient and effective manner.
- Raise the public profile of BOMA BC and its members through promotion, awareness and reputation building.
- Promote the development of professionalism, leadership and education for members.
- Ensure BOMA BC is managed and governed as a strong, fiscally responsible and sustainable member-focused association representing the most members of our industry in all regions of the province.

For more information on BOMA BC, please visit: <https://www.boma.bc.ca/>

WE NEED...

Due to the impending retirement of the current President, the Board is looking for a new President who will lead the Association in achieving its objectives while preparing to review and revise strategies for the future.

Reporting to the Board, the President is looked upon to provide strategic direction, leadership and proper administration of the organization to ensure that BOMA BC's financial, HR and operating plans and activities achieve the strategic priorities as approved by the Board. The President will recommend, participate in formulation, and implementation of policies, procedures & programs to support BOMA BC's Mission and Goals. Between the Board and the staff of 5 is the role of the President whose mandate is to ensure both sides are moving in the same direction while also taking into consideration the needs of the members, the government bodies, other BOMA chapters as well as the commercial building industry overall. The ability to anticipate and develop forward-looking programming and productive growth of BOMA BC will be key to success. Finally, in collaboration with the Board, the President will also represent BOMA BC on local, national and international issues affecting the commercial building industry.

Principal Duties and Responsibilities:

Board Governance

- Serves as ex officio member and advisor to the Board of Directors.
- Plans, coordinates & maintains official Board minutes of meetings of the Board of Directors and executes all approved decisions/directions.
- Provides consultation and assistance to the Chair in completion of Chair's duties as per bylaws.
- Ensures all procedures for AGM and election of Directors are carried out in accordance with Association bylaws.
- Ensures Chair, Executive Officers and Board Directors are informed on the conditions and operations of important matters of the Association.

Strategic Planning

- Works with the Board in charting the focus of the Association to meet the needs of its members.
- Leads, directs and administers Association activities to meet established goals.
- Recommends changes and updates to the Association's Long Range Strategic Plan.
- Develops and implements annual Board Approved Business Plans.

Government Relations/Advocacy

- Organizes, plans and manages all aspects of the Association's Government relations program including high level discussions & negotiations with appropriate provincial, regional, municipal levels of government, BC federal representatives, and relevant regulatory BC Crown Agencies, to ensure member and industry needs are served.
- Ensures the development, communication and proper implementation of sound and Board approved positions on public policy matters that impact membership & industry.

Strategic Alliances

- Advances the common objectives of BOMA in Canada by working with the other local BOMA Associations, BOMA Canada and BOMA International.
- Represents the Association in its relationships with other organizations, in collaborating on public policy issues.
- Builds strategic alliances with other related groups, both not-for-profit and for-profit, to enhance benefits to the Association and its members.

Member Services

- Ensures development of educational programs to advance the professional managerial skills of the membership and industry professionals at large.
- Ensures development of member networking & service programs to advance and facilitate the management of commercial buildings for the benefit of building ownership.

Communications

- Promotes member knowledge of, interest, and active participation in the Association's activities, programs and services.
- Leverages social and traditional media to promote the work of the Association.

Public Relations

- Plans, coordinates and implements programs to enhance public understanding and acceptance of the industry.
- Speaks to public, media and press on Association & industry matters.

Financial Management

- Manages the long-term financial integrity and viability of the Association.
- Ensures that all funds, physical assets and other property of the Association are appropriately safeguarded and administered.
- Manages the Association within the parameters of the Annual Operating Budget.
- Develops plans and programs to provide sources of non-dues revenue to the Association and oversee management of such programs.
- Ensures completion of an independent annual financial audit in accordance with Association bylaws.

Office Management

- Oversees all aspects of staff administration, including recruiting, hiring, training, promoting, discharging, salary administration & performance evaluation.
- Ensures the office is professionally managed and welcoming to all members.

Legal Compliance

- Ensures the legal integrity of the Association including complying with the BC Society Act, BOMA BC Constitution & Bylaws, and all applicable laws & regulations.
- Executes all contracts and commitments on behalf of the Association.
- Ensures protection of the Associations trade mark and copyright assets.
- Ensures adequate Director Liability insurance is maintained.

YOU HAVE...

BOMA BC is looking for an experienced leader who can deliver on promises while creating a high performing organization/division. In your career, you have had exposure to Associations, working with non-profits and/or have worked in the commercial real estate sector. You have proven your ability to bring people with divergent views together with the goal of meeting the needs of your key customer base. Ideally, you have worked with a board, understand board governance and have skillsets needed to work in an environment with significant government affairs at all levels. You are experienced in motivating staff and aligning their work with the future needs of the business.

You are a problem solver and a change leader who welcomes input but will make the decisions when decisions need to be made. You understand how technology can help create efficiencies and how the use of various communication mediums is critical to advancing the work of an organization. You lead with integrity and have a personal interest in the commercial building industry coupled with doing what's right for the public.

Some key experiences and skillsets that the Board would like to see in the ideal candidate include:

Experience & Education

- Proven track record of leading a department or business within a complex environment, ideally within a non-profit association.
- Experience in leading cross range of personalities and priorities in a time sensitive manner while never losing sight of strategic direction of the organization, expectations of key stakeholders.
- Experience sitting on a board or implementing direction set by a Board with knowledge of Policy Governance models.
- Experience leading change with demonstrated success in spearheading change within an organization or large-scale project.
- Experience in optimizing technology (i.e. business systems and online tools) to create efficiency and advance the work of an organization.
- Experience interacting with government and awareness of the way regulations can impact an organization. Have built good relationships with government officials across political lines.
- Experience with advocacy and outreach programs ideally in a member-based environment. Track record of optimal customer service delivery would also be desirable.
- Track record of prudent financial management of a division or business. Comfortable explaining financial data in easy to understand terms.
- Experience working in an environment where timely communication is imperative. Comfortable balancing the various sides of social media and transparency while maintaining confidentiality.
- Experience implementing, monitoring and reporting on business performance against clearly defined results and compliance standards. Able to identify risk and implement risk mitigation strategies for running a business as well as risk related to public interest impact.
- Comfortable with HR programs and practices that lead to creating a strong workforce. Able to make HR decisions as needed while also creating a positive environment.
- Post secondary education in a related field such as business, real estate or public policy.

Knowledge, Skills and Attributes:

- Able to clearly articulate vision, mission and strategy at all levels internally and externally. Ability to demonstrate accountability and be willing to accept responsibility. A forward-thinking leader who is able to proactively understand deal with issues before they get too big.
- Natural business mindset with ability to identify problems, look for opportunities and conduct proper research to back up recommendations. Strong communication skills (written, oral and presentation) with ability to engage a cross section of stakeholders. Able to really listen and hear what others are saying. Able to put ease to understand reports in timely manner.
- Known for encouraging innovation and introducing efficiency, including the use of technology to advance the work undertaken.
- Able to engage staff, members, counterparts and volunteers. Able to speak up when required (especially in highlighting risks) while respecting group decision-making. Able to differentiate between personal interests and those of the organization, its members and stakeholder groups. Ethical and genuine in all interactions.
- Able to understand the role of public relations in advancing the work of an organization. Will take the time to ensure all public communications are in alignment with corporate objectives. Comfortable with representing an organization in the media.
- Able to delegate appropriately and act as a mentor while ensuring corporate objectives are being met across an organization. Big promoter of learning and growth for staff. Passion for the commercial building industry and a genuine interest in advancing the industry.

CONTACT US...

Please submit your resume, in confidence, at <http://careers.wmc.ca/>, or for more information, please contact Kataneh Sherkat of WMC at:

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