

COLUMBIA BASIN TRUST POSITION DESCRIPTION

Identifying Information:

Position Title: President and Chief Executive Officer
Reports To: Board of Directors of Columbia Basin Trust ("CBT")

Summary of Function:

The Mission of CBT is to work with Basin residents to promote social, economic and environmental well-being in the Canadian Columbia Basin. The President and Chief Executive Officer is responsible for the day-to-day operations of CBT to fulfill its mission, following the policies and directives of the Board of Directors.

Key Responsibility Areas:

POLICY BOARD ADVICE – Provides options, implications and recommendations for decision-making. In cooperation with the Chair, assembles Board meeting agendas.

OPERATIONAL MANAGEMENT – Coordinates and is accountable for the day-to-day activities of CBT in a manner consistent with Board policies and directions.

OPERATIONAL DEVELOPMENT – Promotes the ongoing development of a strong organization that encourages teamwork, fosters leadership and encourages personal development, both within the staff complement and in the Basin as a whole.

STRATEGIC DIRECTION – Coordinates the strategic planning processes to achieve the Board's short and long-term directions and complies with government regulations and requirements.

HUMAN RESOURCES – Develops an organizational structure within Board policies, recruits, directs, evaluates and terminates staff and contractors, and creates a positive work environment within which staff will work to fulfill CBT's mission.

PROGRAM DELIVERY – Promotes and oversees the development of benefit programs allocations, criteria, processes and accountability for Board approval.

INVESTMENT PROGRAM – Coordinates the overall direction and monitoring of CBT investments with the Vice President, Investments in accordance with Board goals and policies. Negotiates agreements on behalf of CBT based on directions of the Board (or Investment Committee, as delegated) and monitors the implementation of joint venture agreements.

FINANCIAL MANAGEMENT – Coordinates the preparation of the annual budget and oversees the financial accountability systems with the Director, Finance & Operations.

PUBLIC COMMUNICATIONS – Oversees a proactive program to enhance public awareness and involvement in CBT. Acts in coordination with the Chair as spokesperson for the organization and works with the Board within an approved corporate communications strategy.

INTERAGENCY RELATIONS – Develops and maintains liaisons and positive working relationships with the Province, other levels of government, First Nations, businesses and non-profit organizations in the Basin, in cooperation with the Chair.

POWER ASSETS – Coordinates advice to the CBT Board on Risk Assessment, Income Requirements, and Policy as it relates to CBT's investments through its subsidiary CBT Energy Inc. and ensures coordination of such matters as budget submissions, provision of common services and any changes to the CBT Board's delegation of management authority.