

# FII Chief Executive Officer Job Description

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## Scope:

Reporting to the Board of Directors and the Minister of Forests, the CEO provides the strategic vision, planning, and operational leadership to ensure the company's investments optimize British Columbia's ability to compete in a global economy and increase the level of benefit derived from the Crown's forest asset.

The CEO has a wide range of responsibilities and accountabilities that contribute to the overall achievement of British Columbia's forest sector marketing objectives. The incumbent provides efficient and effective operations of the company, overseeing its interaction with external stakeholders and provides leadership to, and management of employees. Utilizing strategic and technical skills, the incumbent has authority and responsibility for providing leadership through performance-based management principles.

The CEO is responsible for developing and effectively implementing the vision for the company ensuring the appropriate program design and support mechanisms are in place. Operating within an environment of sometimes conflicting political and stakeholder influence, the CEO maintains a careful balancing act on the basis of sound forest practices and policies. Establishing a strong network, the CEO must ensure FII activities and objectives are not at cross purposes with other jurisdictions.

This position requires a high level of understanding and sensitivity of political, labour relations and public policy issues relating to forest practices in B.C. Providing vision, energy and commitment to advancing the Company and its business model, the CEO will work closely with all stakeholders to influence cooperation, increase understanding, and facilitate collaboration towards a common goal – a vibrant and sustainable B.C. forest sector.

## Responsibilities:

### Board of Directors:

The CEO is responsible for ensuring that the Board of Directors has all the information necessary to properly exercise its responsibilities. He or she reports to the Board on a timely basis, on all relevant information regarding the company's operations, and develops and presents alternatives and recommends courses of action to the Board for its consideration.

### Community and Stakeholder Relations:

The CEO is responsible for establishing and maintaining positive and productive relationships with the media, industry and industry representatives, recipients, government organizations and communities, including national and international stakeholders. In this capacity, the CEO serves as primary spokesperson for the organization and promotes collaborative cooperation towards achieving a collective vision of prosperity in the forest sector of B.C. The CEO is expected to exercise influence and persuasion in the face of divergent objectives and may be called upon to communicate negative or unpopular decisions.

### Strategic and Operational Planning:

In collaboration with senior management and appropriate stakeholders, the CEO formulates and recommends to the Board of Directors the annual Service Plan. In accordance with Guidelines published by the Crown Agencies Secretariat, the Plan identifies priority issues the company will focus on and the role FII will play in meeting those needs. The Plan also identifies issues that must be addressed in order to realize the future vision and sets short, medium and long-term objectives and strategies. The CEO presents operating and capital expenditure budgets to the Board for approval, and has overall accountability for achieving the Board's objectives.

### Corporate Organization:

The CEO develops and maintains an effective and innovative organizational structure based on achieving performance objectives that reflect the industry and market requirements. The CEO prescribes the authority and delegated responsibilities to the senior management team and develops an annual list of performance objectives.

In addition to running an effective and efficient organization, the CEO is expected to address emerging issues that impact the future direction of the Company.

### Corporate Policy:

The CEO ensures the development of, and adherence to, operating policies, systems and practices that meet government-wide standards in order for the company to achieve its objectives while maintaining accountability to the taxpayers of B.C.

### Financial Management:

In collaboration with senior management and in particular the Vice President, Finance and Administration, the CEO develops an annual budget prepared in the context of FII's strategic plan, for recommendation to the Board of Directors.

The CEO ensures the efficient utilization of financial resources within established policies of the Company, making appropriate and timely financial and management decisions. The incumbent is responsible for ensuring the use of an effective financial performance measurement system, proper internal audits, financial management and record-keeping and administrative systems to ensure efficient utilization of FII's financial resources within the objectives, policies, plans and budgets established by the Board.

### Leadership of Human Resources:

The CEO is responsible for managing the company's compensation plan, particularly in terms of periodic approvals from the Public Sector Employer's Council. The incumbent leads staff in their achievement of business objectives with integrity, fairness and transparency. Providing strong and effective leadership to all employees, the incumbent creates an environment which attracts and retains appropriate talents. Providing leadership to the senior management team, the CEO ensures that the FII workplace is safe and that all staff are motivated, guided and directed to contribute fully to realizing the company's mission, vision, goals and objectives.

### Resource Acquisition, Allocation and Utilization:

The CEO is responsible for the acquisition and most effective allocation of the organization's fiscal, human and physical resources. The incumbent ensures that control, monitoring and performance standards and mechanisms are in place, relative to the utilization of all corporate resources.

### Operations:

The CEO identifies opportunities and proposes new methods of improving existing operations with a focus on bottom-line results. The incumbent fosters the search for new approaches to conducting business in an environment which provides the resources and communication flow necessary to encourage initiatives and joint projects on behalf of the public and private sectors. Daily operations of the company include excellence in communications to ensure stakeholders are aware of and understand the reasons for FII's funding decisions.

### Business and Economic Environment:

The CEO keeps abreast of the business and economic climate in which the company and its stakeholders operate. The incumbent prepares the company to meet the challenges presented by new trends and developments in the market. The CEO utilizes a business orientation and marketing demeanour in order to bring concepts, services and cooperative business models to the marketplace.

### Communications:

The CEO ensures the effective communication of the company's strategies, objectives and performances to create a positive company profile. The incumbent develops and maintains positive and productive relationships with high-level stakeholders and acts as company spokesperson.