

EXECUTIVE DIRECTOR CHARTER (ROLES AND RESPONSIBILITIES)



Role

The Executive Director of the Québec Golf Federation ("Golf Québec") acts under the authority of the Board of Directors, with all staff members reporting to him. The Executive Director is responsible for implementing Golf Québec's orientations and managing all operations, in compliance with the laws, regulations, policies, and governance framework established by the Board of Directors ("BOD").

Responsibilities

With respect to the Board of Directors of Golf Québec

- Ensures the ongoing implementation of Golf Québec's strategic plans, programs, and services.
- Implements policies adopted by the Board of Directors and the control processes required to enforce them.
- Implements the decisions of the Board of Directors.
- Carries out any other responsibilities, duties or tasks that may be assigned by the Board of Directors.

With respect to the presidency of Golf Québec

- Collaborates and communicates on an ongoing basis with the President regarding the latter's responsibilities.
- Supports the planning of Board meetings and general meetings.

With respect to operations management

- Manages all operations of Golf Québec in accordance with laws, regulations, governance framework, and policies.
- Prepares budgets, balance sheets, and financial statements for presentation to the Board of Directors.
- Oversees human resources management.
- Plans annual activities and oversees their implementation.
- Supervises operational committees.
- Establishes performance indicators to ensure that activities, programs, and services are deployed as planned and that objectives are met.

With respect to communications

- Maintains relations with government agencies, members, other golf authorities in Québec and Canada, and media representatives.
- Acts as spokesperson for Golf Québec on matters falling within the authority of the Executive Director and the permanent staff.
- Promotes Golf Québec programs and services.