

POSITION PROFILE

BY SYNERGY ON BOARDS CONSULTING GROUP
& HARBOUR WEST CONSULTING

EXECUTIVE DIRECTOR



Elizabeth
Bagshaw
CLINIC

Synergy on Boards Consulting Group in
partnership with Harbour West Consulting

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Private & Confidential

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ELIZABETH BAGSHAW CLINIC



The Elizabeth Bagshaw Society honours the unceded xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətaʔ (Tsleil-Waututh) territories, where its office is located.

Dr. Elizabeth Bagshaw was a family physician who opened and practiced at the first community birth control clinic in Canada in the 1930's. She devoted her professional life to the cause of family planning and reproductive choice.

The Elizabeth Bagshaw Society is a registered charity that operates the Elizabeth Bagshaw Clinic (EBC) a non-profit, accredited medical facility. The EBC is committed to providing reproductive and abortion care to women, trans, and non-binary people in a safe, confidential, and nonjudgmental atmosphere. Their caring team of doctors, nurses, counsellors, administrative, and technical staff is committed to providing high quality individual care.

MISSION

The Elizabeth Bagshaw Clinic is dedicated to providing safe terminations of pregnancy, decision-making, and reproductive counselling in a client-centred, supportive environment of confidentiality and respect for freedom of choice.

The EBC strives to provide health care:

- To all people in accordance with the BC Human Rights Code
- In an environment of confidentiality, safety, equity, and respect for individual choice
- That meets the highest standard of health care
- That is comprehensive, universal, and accessible as required by the Canada Health Act

USEFUL LINKS

For more information about the Elizabeth Bagshaw Clinic, please visit: <https://bagshawclinic.ca/>

WHY JOIN ELIZABETH BAGSHAW

For the past 30 years, Elizabeth Bagshaw Clinic has been committed to ensuring safe, compassionate, and accessible abortion care for anyone who needs it. Our founders were at the forefront of the fight for reproductive justice in Canada and we continue that legacy in everything we do. We are privileged to have original staff members remaining in our clinic as well as on our Board of Directors.

This role is eligible for extended health and dental benefits, basic group life insurance, the Employee and Family Assistance Program and participation in the Municipal Pension Plan.

POSITION RESPONSIBILITIES

Reporting to the Board of Directors, the Executive Director is responsible for the strategic direction and operations of the Elizabeth Bagshaw Clinic, in accordance with its vision, values, and policies. The Executive Director ensures the organization's services comply with best practice guidelines and regulating professional bodies and legislation. The Executive Director maintains the registered charity and society status for Elizabeth Bagshaw Society and promotes its work as a community-based non-profit clinic.

The salary range for this position is \$120,000 to \$140,000 annually.

KEY OPPORTUNITIES & CHALLENGES

- Oversee the design and implementation of the organization's strategic direction, to deliver its mission and goals as set by the Board and in collaboration with staff
- Ensure the organization fulfills its mission to provide safe terminations of pregnancy, decision-making and reproductive counseling
- Advance initiatives and practices that support the organization's goals related to respectful workplace practices, and equity, diversity, and inclusion
- Maintain overall responsibility for clinical service delivery, ensuring an optimum level of quality, efficiency, and care
- Manage financial and risk management, including funding, budgeting, processes, controls, and reporting to the Board

RESPONSIBILITIES

Board Governance

- Oversee strategic planning to ensure the organization can continue to fulfill its mission into the future
- Recommend and present new and enhanced services for the Board's consideration
- Prepare the annual budget for Board approval, review monthly financials, and report to the Board on adherence to the budget
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to govern and to make informed decisions
- Participate in Board committees, **providing** leadership and guidance as required
- Organize and participate in Board meetings, including preparation of the agenda, present reports, and implement Board decisions
- Organize the Annual General Meeting, recording the membership list and other requirements

Strategic Leadership

- Lead stakeholder relations and represent the organization with government, funders, partner organizations and the National Abortion Federation (NAF)
- Participate on committees and in medical and educational initiatives
- Keep current on relevant issues, and proactively advocate to ensure the organization's ability to deliver its mission and goals into the future

Clinic Operations

- Oversee clinical service delivery, including scheduling and staffing to ensure an optimum level of quality, efficiency, and care
- Oversee the accreditation process with accrediting agencies, including BC College of Physicians and Surgeons, National Abortion Federation, and Vancouver Coastal Health Authority
- Develop, review, and implement policies and procedures, obtain Board approval when required
- Manage the facilities, including leasing, space planning, major maintenance, etc.
- Report to and coordinate with Vancouver Coastal Health to ensure adequate core funding
- Develop clinic personnel policies, procedures, and job descriptions as per the collective agreements

Financial Management & Fund Development

- Develop strategies and partnerships to raise awareness and funds to support expanded service delivery in line with the Society's mission and strategic goals
- Ensure the financial systems and processes, including billing, payables, accounting, payroll, and record-keeping, are effective and efficient; recommend and oversee upgrading as required
- Ensure appropriate processes and controls are in place to safeguard assets and continually verify that clinic revenues and expenses are in line with board-approved plans
- Oversee the annual external audit and work with the Operations Manager to develop and implement responsive actions and improvements
- Review and maintain financial policies and planning which ensure the organization's long-term financial viability

Human Resources & Labour Relations

- Lead with a commitment to motivate staff to contribute fully to the realization of the mission, vision, and goals of the organization
- Lead and foster a safe and collaborative working environment that includes effective, collaborative, and open communication to facilitate service delivery, innovation, and problem-solving
- Maintain overall responsibility for the hiring, training and education, coaching, discipline, retention, and dismissal of staff
- Directly coordinate the hiring, training and education, coaching, performance management, and retention of senior staff
- Ensure staff and physician performance evaluations are completed and maintained and aligned with requirements of accreditation
- Participate in union negotiations regarding the Collective Agreement, complaints, or grievances
- Ensure adherence to and proper administration of all union collective agreements (BCGEU – Health Services Support – Community Sector; BCNU Provincial Nurses Agreement; BCGEU – Health Sciences Professionals Sector)
- Work with the Operations Manager, Health Employers Association of BC (HEABC), and external counsel on labour and employee relations issues
- Develop and maintain essential services plans for all three unions as necessary
- Liaise with HEABC regarding local bargaining issues and any employer/ employee labour relations issues that may arise

- Facilitate general staff meetings on a quarterly basis; participate in specific department (nursing, counselling) and physician meetings on a bi-annual basis, or as needed

Legal, Security & Compliance

- Be aware of and inform the Board of any legal risks or issues arising, including current information on anti-choice activities
- Engage and liaise with third-party legal services and seek Board direction to support decision making
- Ensure the ongoing maintenance of all records and filing of mandated forms and reports
- Ensure compliance with governing laws and by-laws, and that the organization's bylaws are fit-for purpose
- Liaise with the Vancouver Police Department, City of Vancouver, and NAF on clinic security issues
- Ensure bi-annual safety and security training for all staff

Internal & External Relations

- Build bridges and opportunities with community partners, donors, funders, and external communities to support visibility, and financial sustainability
- Identify and support partnerships across like organizations to support a diversity of sustainable services and programming within the sector
- Act as key spokesperson for the organization and present the organization's position on issues and activities as appropriate
- Ensure accurate Society membership records are maintained
- Ensure annual renewals are coordinated and delivered
- Attend HEABC/Community Sector meetings as required

KEY RELATIONSHIPS

Reports to:	Board of Directors
Direct reports:	Medical Director Physicians (shared report with the Medical Director) Nurse Lead Office Manager Operations Manager
Engages with:	Management and Staff External Legal Counsel Provincial Government BC College of Physicians and Surgeons Vancouver Coastal Health Authority BCGEU – Health Services Support – Community Sector BCGEU – Health Sciences Professionals Sector BCNU Provincial Nurses Agreement HEABC City of Vancouver National Abortion Federation Funders and Strategic Partners Community Partners Public

BUDGET

This role is responsible for an annual budget of over \$2.5 million

CANDIDATE QUALIFICATIONS

This is an exciting opportunity for a solutions-focused and experienced leader who is committed to reproductive justice and access to abortion services for all genders. The ideal candidate will have post-secondary education in health, business administration or related field, plus a minimum of 5 years of progressive leadership experience in a clinical, non-profit operational or client service delivery setting, or an equivalent combination of education and experience.

This position requires the satisfactory completion of a criminal record check with vulnerable sector screening. Additionally, is located within a health-care facility therefore requires verification of full vaccination against COVID-19 provided prior to the start date, as required by provincial health mandate. The successful candidate must also self-report influenza vaccination status. If influenza vaccination has been declined, you will be expected to wear a mask in patient care areas for the duration of the influenza season.

SUGGESTED QUALIFICATIONS

- Demonstrated commitment to the sector with a passion, activism, and values alignment for and with the organization's mission and social transformation
- Commitment to and understanding of the principles of anti-oppression, anti-racism, and decolonization
- Understanding of the changing sector trends that impact healthcare programming, services, and operations
- Governance experience either having worked directly for or serving on a volunteer board
- Experience developing, implementing, and monitoring innovative strategic and operational plans and objectives, which build on an organization's mission and mandate
- Demonstrated understanding of clinical and/or community service program delivery
- Demonstrated experience leading and/or operating in a service organization with complex internal and external communities, including government, business, community agencies and groups, etc.
- Demonstrated experience in financial management and budgeting
- Demonstrated ability to proactively plan for and respond to changes in funding, programs, services, and the policy landscape
- Experience managing in a unionized environment, overseeing labour relations issues, including recruitment, performance management, and workplace rights
- Proven leadership experience and ability to engage, inspire, influence, and motivate all levels of personnel
- Fund development experience with the ability to engage a wide range of funders and identify new and alternative funding streams and/or mechanisms would be an asset
- Knowledge of relevant legislation and regulations, i.e., Workplace, Human Rights, Health Professions Act of BC, FOI, PIPA)

SKILLS & COMPETENCIES

- Outstanding organization and leadership abilities, with the ability to think strategically and develop and implement a shared vision
- Strong communication and relationship building skills, with a calm and professional presence to work across diverse stakeholders
- Demonstrated business acumen, including excellence in organizational administration, financial management, and measures of performance
- Excellent analytical skills with the ability to develop and improve organizational processes and systems
- Adaptability and flexibility in dealing with multiple priorities and complex situations; strong negotiation and conflict management abilities
- Ability to act quickly and effectively in an emergency
- Ability to accept and delegate responsibilities effectively
- Ability to manage conflict effectively resulting in resolution and relationship building

METRO VANCOUVER REGION, BC



Located on the unceded territory of the sə́lilwətaʔt (Tsleil-Waututh), Skwxwú7mesh (Squamish), and xʷməθkʷəyəm (Musqueam) Nations, nestled beside the Salish Sea on the spectacular west coast of British Columbia, Metro Vancouver consistently ranks as one of the most livable places in the world. The region is known for its panoramic views and spectacular natural scenery and offers limitless opportunities for outdoor pursuits, such as hiking, mountain biking, and skiing at several venues, including nearby Whistler Blackcomb.

Metro Vancouver offers all the amenities of an international destination – from thousands of restaurants to countless parks and recreation facilities, to world-class theatre, cultural and sporting events. The Elizabeth Bagshaw Clinic is located in the westside of Vancouver boasting beautiful parks, a variety of retail shops and restaurants, and community amenities. This central location provides access to transit and routes across the Lower Mainland.

USEFUL LINKS

To gain insight into housing prices in, and around Metro Vancouver, please visit: <http://www.realtor.ca>

EQUITY, DIVERSITY & INCLUSION

Synergy Executive and Boards Consulting Group and Harbour West Consulting believe that equity, diversity, and inclusion are essential for the organizations we serve to achieve the business goals they strive for. We believe in equal pay for equal work; in finding the best candidates based on skill and competence regardless of gender, ethnicity, age, sexual orientation, disability, religion, political belief, marital or family status, and/or Aboriginal status. We strive to ensure the recruitment process unfolds in a fair, transparent, timely and open manner to include individuals previously underrepresented or discouraged from participating.

The Elizabeth Bagshaw Clinic encourages those who identify from groups who have been structurally excluded (Indigenous, Black, and Racialized communities, 2SLGBTQIA+ communities, Disability communities, Non-Binary, Trans and Women Identified communities) to apply.

CONTACT US

Should you be interested in learning more about this opportunity the Elizabeth Bagshaw Clinic, please contact Trish Mandewo at 604-726-0856 or Carol Robinson at 604-998-4032, or forward your resumé and a letter of introduction to info@synergyonboards.ca or info@hwest.ca.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We will respond to all who express interest.

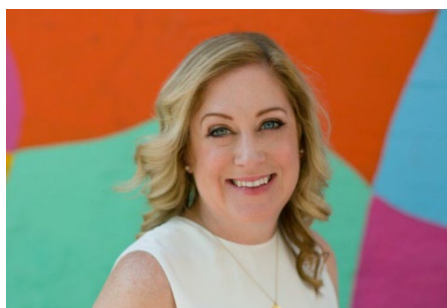


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