



Stonebridge Wasaga Beach Blues Director of Operations Roles and Responsibilities

Scope:

The Director of Operations is accountable for the overall effectiveness and efficiency of the Logistics Team and the Hospitality functions. The Director is responsible to the Board in the performance of their duties including the discharge of all fiduciary and legal obligations. The Director shall be a member of the operating management and therefore, shall share in the accountabilities, authorities and responsibilities delegated to the Board of Directors. The Director shall provide advice and counsel to the Committees respecting matters within the purview of the Board.

Key Responsibilities:

Board Leadership Responsibilities

The Director of Operations shall:

- Act as a Director at all Board meetings, AGM and engage in Board decision making and its processes
- Preside as the lead at the Logistics and Hospitality Committee meetings, as well as any special meetings of the stakeholders
- Hospitality shall include Green Room, VIP, and Bar Functions
- Ensure decisions of the Committees and Artistic and Production Manager(s) are communicated to the Board in a timely manner to ensure other Directors functions have relevant information
- Foster ethical and responsible decision making by the Board, Committees and its individual members, ensuring that all actions represent our brand persona and core messaging
- Establish and monitor procedures and structure to ensure activities and responsibilities within their scope of operation are in concert with the Governance Bylaws and Policies
- Ensure that all committees within their scope discharges its duties in exerting appropriate influence in the way the Organizations business is conducted and in preserving and creating its reputation
- Work with the Board Secretary to ensure that all paperwork is properly archived

- With the assistance of the Board Secretary, ensure proper flow of information and review adequacy and timing of documentation for meetings of the Board and Committees
- Schedule meetings with the Logistics and Hospitality committees that enables these committees to perform their duties and responsibilities while not unduly interfering with the flow of operations of the Organization
- Work with other Directors and Committee Managers to ensure effective discussion occurs at both Board and Committee Levels

Other Duties and Responsibilities of the Director of Operations

- Act as a liaison amongst the Board, Artistic and Production Manager(s) and to the extent necessary, the Committee Members
- Act as the liaison with the Town of Wasaga Beach with respect to operation related issues in coordination with the Chair of the Board and the Engineering firm for the required inspections of the staging and tents
- Communicate with and be available for discussion with members of the Board and Committees between meetings
- Advise and follow up on the implementation of all Board resolutions
- Perform any other tasks and duties as may from time to time be requested by the Board to advance the effectiveness of the Logistics and Hospitality Committees