



BC POULTRY ASSOCIATION
JOB DESCRIPTION – PART TIME GENERAL MANAGER

April 2024

The BCPA represents the regulated BC poultry associations - chicken, turkey, table egg, and hatching egg producers - on common issues that strengthen and improve the well-being of regulated poultry farmers.

Position Title: General Manager

Reports to: President BCPA

Responsible for: BCPA Office administration and association management

Position Summary: The BCPA General Manager is responsible for office management and association administration to manage, organize, and streamline operations of the BC Poultry Association. The position provides the foundation for strategic planning and governance that is led by the board of directors. The role develops and fosters a healthy working relationship between the four feather associations who are all members of the BCPA and facilitates resolution of issues that may arise among the associations.

Compensation: This is a part-time contract position earning \$50 per hour.

MAIN DUTIES

Director meetings

- Four meetings per year – usually March, June, September, November/December. Plus any extra meetings as required to deal with specific issues as they arise.
- One meeting (March or June) is the AGM.
 - The General Manager sends AGM notes, director list, member list to MNP to file annual Society Act report.
- Working with the president, develop and distribute agendas for director meetings.
- Prepare and organize any required meeting documents (minutes, letters etc). Directors bring their own electronic or paper copies.
- Take minutes during the meeting.
- Provide input as required on agenda items or policy direction during meetings.
- Set next meeting date.
- Send out the draft minutes within a week of the meeting.
- Complete any follow-up from the meeting – letters, inviting guests to future meetings, action items.

Project Management

- There are currently four projects managed by the GM.
- 1. CFIA's CO2 destruction training project Financial Assistance Program (FAP)
 - a. A contractor manages the whole project and the day-to-day project work and administration.
 - b. The GM is responsible for oversight, budgets, financials, and reporting to CFIA as required.
 - c. This project receives funding through 2025/26 fiscal years.
- 2. IAF's Farmed Animal Disease (FAD) Project – EOC Executive Director
 - a. The executive director has been hired and manages the EOC operations and communications.
 - b. The GM provides minimal oversight, tracks spending (one invoice per month) and prepares reports to IAF as required.
 - c. This project receives funding through 2024/25 fiscal years.
- 3. IAF's Farmed Animal Disease (FAD) Project – nitrogen whole barn gassing project.
 - a. The project is a cooperative work with Alberta Egg Farmers. All the trials are done in Alberta. Alberta Egg and a contractor organize, manage and run the trials in Alberta.
 - b. The GM provides minimal oversight, organizes Zoom planning calls, tracks financials, and prepares IAF reports as required.
 - c. This project receives funding through March 2025.
- 4. IAF's Food Security Emergency Planning and Preparedness Program - second liquid nitrogen project for \$760,000 to fine tune the delivery systems and other technical aspects.
 - a. A contractor will lead the project.
 - b. The GM provides project oversight, organizes Zoom planning calls, tracks financials, and prepares IAF reports as required.
 - c. This project receives funding through January 2026.

Financials

- Maintain an Excel spreadsheet (or similar) to summarize the cheques written and allocations.
- Working with the President, prepare an annual draft budget for presentation at the Annual General Meeting.
- Invoice member associations based on the annual approved budget.
- Quarterly, send out requests for per diem and related expenses to directors and BCPA appointed representatives.
- Prepare and distribute cheques. Online payment has also been set up.
- Prepare year-end financials for MNP to complete the T4s and notice to reader for the AGM.
- Banking and bank reconciliation

Office of the Registrar of Lobbyists

- Track BCPA interactions with MLAs and other government staff.
- File ORL reports as required.

Organizing the ongoing committee groups within the BCPA

- The Sustainable Poultry Farming Group (SPFG) is in the process of being closed. Although there may be some final reporting requirements that extend to this role.
- The Biosecurity Committee is a subcommittee of the BCPA and is managed by the EOC Executive Director. The BCPA General Manager may be asked to support this committee for clarity of communication and knowledge transfer to the BCPA Directors.

Role with the BC Agriculture Council (BCAC)

- Attend BCAC GM meetings and AGMs as required.
- Organize voting delegates for BCAC AGM.
- Organize poultry representatives for BCAC's Ag Day in Victoria.
- Provide input to BCAC's poultry director.
- Review, distribute, and compile director responses to BCAC's requests for input on policy or governance.

Other Duties

- Liaise with other feather group staff and directors as needed.
- Liaise with emergency response situations as they may arise – EOC Executive Director leads the response for industry and may request the BCPA manager to assist or support as required.
- Policy development as required. Directors to lead the process.
- Based on director meetings and work completed over the year, prepare annual year in review for members and boards/commission.
- Other tasks as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree from recognized university or a minimum of five years working within the poultry sector or within regulated markets.
- Experience with office management.
- Experience working with not for profits and a board of directors.
- Knowledge of the poultry sector, regulated marketing, and agriculture.

COMPETENCIES AND PERSONAL ATTRIBUTES

- Bookkeeping and computer skills
- Personnel and time management skills
- Proven communication skills.

- Organized and a self-starter.
- Policy development experience would be a bonus.

OFFICE SPACE

The General Manager will be hired on a contract basis and as such, the contractor's primary work location will be at contractor's offices. The BCPA is not expected to provide to the contractor any temporary working space, telephone (incl. long distance), photocopy and computer access at any time during the performance of the contractor's Services. Contractor must have their own transportation. Mileage will be compensated.