



Executive Director

Association of Newfoundland Land Surveyors (ANLS)

St. John's, NL

About the ANLS

The ANLS is a self-governing Professional Association established under the Land Surveyors Act, 1991 for the Province of Newfoundland and Labrador. The objects of the ANLS are:

- a) to establish and maintain standards of professional conduct, knowledge and skill among its members to assure to the general public the proficiency and competency of land surveying in the province and to serve and protect the public interest;
- b) to promote, increase and improve the knowledge, skill, efficiency and proficiency of its members in all matters relating to the profession and practice of land surveying in the province;
- c) to regulate the practice of land surveying in the province and to govern the profession according to the Act and to do all things to advance and protect the interests of members;
- d) to communicate and cooperate with other professional organizations for the advancement and best interest of the profession and of the practice of land surveying.

General Description

The Executive Director assists in the management of the activities of the Association including administration, planning, membership liaison, public relations and advocacy. The Executive Director is responsible for the liaison with relevant government agencies, the public and other professional groups. The Executive Director, in cooperation with the Secretary-Treasurer manages the daily operations of the Association office.

The Ideal Candidate

This is an opportunity for an executive director or general manager, ideally with experience in a regulatory body or similar professional or business association. The ideal candidate should possess skills in administration, finance, human resources, program development and public relations.

The Role

- a) Responsibility for and supervision of all office administration, financial activities, and record keeping. Proven competency with Sage or comparable software would be considered an asset.



- b) Provide strategic advice to the ANLS Council of Management ensuring adherence with policies and procedures.
- c) Organize, attend and record minutes of all council meetings as well as providing the pertinent information to facilitate the proper functioning of the meetings.
- d) Public information services.
- e) Member services, including communication, registration, license renewals, newsletter publication, and website maintenance.
- f) Administration of ANLS annual general and other meetings.
- g) Office technology maintenance and upgrades.
- h) Maintain and enhance strategic business initiatives, management structure and policies for the office of the ANLS
- i) Consult with the ANLS Council, other professional self-regulating associations and public and private sector organizations to maximize the potential of the profession and the services of the association.
- j) Such other services, as may reasonably be requested from time-to-time by the ANLS Council of Management.

Compensation

Compensation will be commensurate with qualifications/experience and based on a 40-hour work week.

To apply, please forward a cover letter and resume to st@anls.ca no later than **September 27, 2024**.