

Executive Director/Registrar

The Association of Professional Geoscientists of Ontario (APGO) governs the practice of professional geoscience in Ontario and reports to the Minister of Northern Development and Mines. The Professional Geoscientists Act (2000) empowers the APGO to protect the public and investors by establishing a regulated association of geoscientists that admits only qualified persons, encourages continuing professional competence, disciplines members for professional misconduct and prevents unqualified individuals from practicing. The APGO currently has over 1,000 members in Ontario.

The APGO is seeking qualified candidates for the position of Executive Director/Registrar. The Executive Director/Registrar manages all aspects of the administration of the APGO including the implementation and enforcement of the Professional Geoscientists Act. As the senior staff officer of the APGO you will:

- Lead the APGO and its staff team
- Support the functions of the elected APGO Council and its volunteer committees;
- Ensure operations are conducted in accordance with the Professional Geoscientists Act, its regulations and by-laws
- Liaise with other national and provincial organizations representing the Geoscience profession
- Develop, recommend and implement actions for the APGO that are consistent with its objectives and the directions of APGO Council

Candidates should have at least 10 years management experience, and share the values of the APGO. The successful candidate will have:

- Excellent oral and written communication and reporting skills, including giving public presentations, facilitating discussions and conducting meetings
- Well-developed administrative skills, including staff management, budgeting and accounting
- Proficiency with standard office software, including databases and electronic communications and document storage

A team player, able to lead and motivate others, the ideal candidate possesses the capacity to work with diverse stakeholders to find pragmatic solutions to complex challenges. Eligibility for registration with APGO and demonstrated experience working with professional associations and volunteer based organizations is an asset.

This position is based in Toronto, and some travel will be required. Annual base salary will be commensurate with the qualifications and skills of the successful candidate, but is anticipated to be in the range of \$85,000 to \$110,000.

Please send your cover letter & résumé by email, in confidence to: EDresumes@apgo.net.

APGO

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Toronto, ON M5E 1J8

Web Site: www.apgo.net

Closing Date: January 13, 2006

We thank all applicants for their interest; however, only short-listed candidates will be contacted. References will not be required until the interview stage.