



GENERAL MANAGER

BASIC ROLE

As an employee of the Federation, the General Manager will take direction from the Federation Executive Board, and report directly to that Executive Board. The General Manager will strive to be cognizant of, and deal with membership needs, making recommendations to the Executive Board regarding matters of Federation Policy as well as keeping the Executive Board informed of all matters pertaining to the Federation.

DUTIES

Co-ordinate and perform all activities of the Federation as directed by the Executive Board.

Co-ordinate and perform in conjunction with the Administrative Assistant the role of Secretary Treasurer of the Federation.

Co-ordinate and perform all approved fund-raising activities of, and for the Federation.

RESPONSIBILITIES

Interpretation of, and fulfilling the obligations of the Federation as required in the terms of the Ontario Government Agreement, April 1st, 2022.

Negotiation and renewal of the Federation and Ontario Government Business Agreement.

Terms of that Agreement will include: to prepare an Annual Workplan, including budget.

To assist and prepare with the Federations Auditors a yearly audited financial statement.

As well as:

To identify and interpret legislative changes that affect the Trapping Industry and make recommendations regarding those changes to the Executive Board.

To liaise with government partners including Provincial and Federal Ministers, to bring forward trapping related issues and recommendations.

To be constantly aware of the sensitive issues concerning the Trapping Industry and to develop Public Relations Programs for approval and implementation by the Executive Board.

To maintain a flow of information to the Board of Directors regarding issues and obligations of the Federation to its membership.

To be part of a Joint Management Team.

To develop new and innovative means of fund-raising.

To oversee the day-to-day operation and activities of the Federation Head Office including, office supply and merchandise ordering, answering phone calls, liaising with landlord on building and rent issues.

Assist in the management of trapper reporting and licensing by entering reports, contacting trappers, and processing applications.

To perform yearly written staff evaluations on the Administrative Assistant as well as the Junior Administrative Assistant.

In conjunction with the Administrative Assistant, the General Manager will: implement proper accounting procedures including financial reports, budgetary reports, and proper internal controls over all funds of the Federation's responsibilities in accordance with the Federation's Constitution and the Ontario Government Agreement, April 1st, 2022.

Maintain and supply all paperwork, forms and manuals necessary for the implementation of the Trapper Education Program, and audit the delivery of the Fur Harvest, Fur Management, and Conservation Course as well as the Trapping Instructor Course.

Prepare and have published any Federation publications as well as those required to meet the requirements of the Federation Constitution, and the Ontario Government Agreement, April 1st, 2022.

Co-ordinate secretarial duties at all Board Meetings, including Agenda preparation.

To prepare written submissions and or responses to Government policies, Environmental Registry of Ontario (ERO) or any other correspondence on behalf of the OFMF President, Executive Board or Board of Directors.