



THE CANADIAN
GEOTECHNICAL SOCIETY
LA SOCIÉTÉ CANADIENNE
DE GÉOTECHNIQUE

Executive Director Position Advertisement

Michel Aubertin, the current Executive Director of the CGS indicated his plans to step down from the position after 10 years of service, effective December 31, 2024. This position is key to the overall operation of the Society. The Executive Committee of the CGS is now accepting applications for a new Executive Director. The duties and responsibilities of the Executive Director are presently defined as follows:

- To report directly to the CGS President.
- To oversee and provide continuity in the management, administration and operation of the CGS.
- To oversee and work closely with the Director, Communications and Society Operations and Coordinator, Communications and Member Services, who are both reporting to the Executive Director.
- To review, develop, provide recommendations and implement, with the President's approval, appropriate management, administrative and operational policies and procedures.
- To provide information, guidance, and counsel to the President, other members of the CGS Executive Committee and the Board of Directors.
- To facilitate meetings of the Executive Committee and Board of Directors including agenda, logistics and minutes.
- To oversee, review, maintain and update, as required, the CGS Manuals and By-laws.
- To oversee the CGS Awards and other related awards.
- To oversee strategic planning of the CGS.
- To oversee the CGS corporate records including hardcopy and electronic files.
- To oversee communication within the CGS; communication and promotion beyond the CGS, including with other professional and technical organizations; and communication with, and reporting to, appropriate governmental organizations.
- To carry out, from time to time, other activities as requested by the President.

The ED position is a part-time, paid position, which now involves the equivalent of about 2 days per week. The compensation will vary depending on the actual time commitment of the selected candidate. A prior knowledge and understanding of how CGS functions, of the duties and responsibilities of the Executive Committee and Board of Directors members and of the work done by the National Office is considered a key asset for this position. Interested candidates should submit a CV and a cover letter directly to the CGS President (president@cgs.ca) no later than March 15, 2024. Inquiries about the nature and duties of the position can be directed to the current Executive Director (execdir@cgs.ca).