



PROVINCIAL OFFICE

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OCSBOA SEEKS NEW EXECUTIVE DIRECTOR

The Ontario Catholic School Business Officials' Association (OCSBOA), established in 1954, is an organization for managerial and administrative personnel employed by Catholic School Boards in Ontario. OCSBOA supports the interests and professional development of its members. These members are responsible for the management and delivery of various business service and corporate functions in the English and French Catholic District School Boards in the Province of Ontario.

The Aims and Objectives of OCSBOA are as follows:

- to arrive at by collaborative discussion and interchange of experience, measures by which the School Business Officials may offer their School Boards more informed and professional service;
- to assist the Catholic School Trustees of Ontario, vis-a-vis studies and surveys, on matters of school board administration;
- to keep its members informed and educated by comprehensive and progressive study of business requirements and the establishments, as far as possible, of efficient standards;
- to work in cooperation with other associations on issues of common concern;
- to conduct workshops and seminars in order to keep members informed on current knowledge and processes;
- to conduct an annual conference complete with a large selection of workshops and topical presentations for its membership.

The Board of Directors of OCSBOA invites letters of interest and an updated CV from individuals who would like to serve in the position of Executive Director. The Board is seeking a highly qualified candidate with the appropriate professional experience within Catholic education to be the Executive Director. The ideal candidate would be Catholic with sound knowledge of the corporate and program functions of Catholic School Boards. An interest in promoting the Association and the development of contacts throughout the Province with our Catholic Partners, government and ministry officials and other key stakeholder associations will be an important part of the position. A business acumen to manage the affairs of the Association will be essential as well.

An honorarium and reimbursement for out of pocket expenses will compliment this opportunity for continued involvement and support of Catholic Education in the Province of Ontario.

Individuals wishing to be considered for this opportunity should send a letter of interest and updated CV marked "Private and Confidential" not later than February 12th, 2010 to:

Mr. Dave Bilenduke
President, OCSBOA
Toronto Catholic District School Board
80 Sheppard Ave. E.
Toronto, Ontario
M2N 6E8
david.bilenduke@tcdsb.org

Scope of Duties - Executive Director of OCSBOA

- be the Secretary and Treasurer of the Association and as such shall attend all meetings of the Board of Directors except when the Board of Directors is discussing the salary or employment of the Executive Director;
- cause to be kept full and accurate records of the proceedings and transactions at all meetings of the Association and its Board of Directors and shall sign the same certifying the accuracy thereof to the President;
- be responsible for the development, monitoring and presentation of the Association's annual budget to the Board of Directors and be the Board's liaison with the Association's Auditors;
- have power to approve expenditures to be incurred by the Association that have been authorized by the Board of Directors and shall sign the same certifying the accuracy thereof to the President;
- collect articles, layout and design newsletter and membership directory;
- cause to be kept correct account of the finances of the Association and shall be responsible for the receiving or collecting all monies due the Association and to ensure that the funds of the Association are properly kept for the Association in accordance with the instructions of the Board of Directors;
- cause to be kept a record of all correspondence of the Association, send out notices as required and make a full report in writing of the transactions of the Association at the annual meeting of the Association;
- prepare all claims for payment for the signing officers of the Association;
- render to the Board of Directors as the regular meetings or as required by the Board of Directors an accounting of all financial transactions and of the financial position of the Association;
- be accountable to the Association for and deliver up to the Association upon demand, all monies, books, papers and other records and property belonging to the Association that are in the custody or possessions of the Executive Director;
- monitor and maintain the OCSBOA web site;
- attend to the annual conference committee planning, meetings and conference activities;
- attend and represent OCSBOA at official meetings with the Ministry and other Catholic Partners;
- perform such duties as may, from time to time, be assigned to the Executive Director by the Board of Directors;
- perform all duties in a manner consistent with the Association's Constitution and By-Laws.