

## COLUMBIA BASIN TRUST

### **PRESIDENT & CHIEF EXECUTIVE OFFICER**

#### **SUMMARY**

The Mission of the Trust is to work with Basin residents to promote social, economic and environmental well-being in the Canadian Columbia Basin. The President and Chief Executive Officer is responsible for the day-to-day operations of the Trust to fulfill its mission, following the policies and directives of the Trust Board of Directors.

The President and Chief Executive Officer is responsible for the day-to-day provision of services to Columbia Power Corporation (CPC), as defined in the Management Services Agreement (CPC), following the policies and directives of the Columbia Power Board of Directors.

#### **KEY RESPONSIBILITIES**

**POLICY BOARD ADVICE** – Provides options, implications and recommendations for decision-making. In cooperation with the Board Chairs, assembles Board meeting agendas.

**OPERATIONAL MANAGEMENT** – Coordinates and is accountable for the day-to-day activities of the Trust in a manner consistent with Board policies and directions. Coordinates and integrates provision of all services to Columbia Power as identified in the Management Services Agreement (CPC).

**OPERATIONAL DEVELOPMENT** – Promotes the ongoing development of a strong organization that encourages teamwork, fosters leadership and encourages personal development, both within the staff complement and in the Basin as a whole.

**STRATEGIC DIRECTION** – Coordinates the strategic planning processes to achieve the Board's short and long-term directions and complies with government regulations and requirements.

**HUMAN RESOURCES** – Develops an organizational structure within Board policies, recruits, directs, evaluates and terminates staff and contractors, and creates a positive work environment within which staff will work to fulfill the Trust's and Columbia Power's missions.

**PROGRAM DELIVERY** – Coordinates the overall direction and monitoring of the Trust's benefit programs with the Executive Director, Delivery of Benefits. Promotes and oversees the development of benefit programs allocations, criteria, processes and accountability for Board approval.

**INVESTMENT PROGRAM** – Coordinates the overall direction and monitoring of the Trust's investments with the Director, Investment and Economic Development, in accordance with Board goals and policies. Negotiates agreements on behalf of the Trust based on directions of the Board (or Investment Committee, as delegated) and monitors the implementation of joint venture agreements.

**FINANCIAL MANAGEMENT** – Coordinates the preparation of the Trust and Columbia Power annual budgets and oversees the financial accountability systems with the Executive Director, Finance & Operations.

**PUBLIC COMMUNICATIONS** – Oversees a proactive program to enhance public awareness and involvement in the Trust. Acts in coordination with the Chair as spokesperson for both organizations and works with the Boards within an approved corporate communications strategy.

**INTERAGENCY RELATIONS** – Develops and maintains liaisons and positive working relationships with the Province, other levels of government, First Nations, businesses and non-profit organizations in the Basin, in cooperation with the Board Chairs.

**POWER ASSETS** – Coordinates advice to the Trust Board on Risk Assessment, Income Requirements, and Policy as it relates to the Trust's investments through its subsidiaries: CBT Arrow Lakes Power Development Corporation, CBT Power Corporation, CBT Brilliant Expansion Power Corporation, and CBT Waneta Expansion Power Corporation.

Provides guidance, delegated authority and oversight to all Trust staff performing services in accordance with the Management Services Agreement (CPC) and Asset Management Services Agreement (Subsidiaries).