



President & CEO Position Description

Effective Date:	September 30, 2010
Approved by:	Board of Directors
2 year cycle	
Last Review:	November 2021
Next Review:	November 2023
Governed by:	By-Laws, Code of Business Conduct, HR-Governance Committee Charter

POLICY

The President and CEO has the primary responsibility for the management of the business and affairs of the CMF. As such, the President and CEO shall establish the strategic and operational orientation of the CMF and in so doing, provide leadership and vision for the effective overall management of the CMF and for conformity with the policies agreed upon by the Board of Directors. The President and CEO is directly accountable to the Board for all activities of the CMF.

SCOPE

This description applies to the person in the position or acting in the position of the President & CEO.

DUTIES AND RESPONSIBILITIES

1. Develops for the Board's approval, the strategic vision and plans to ensure the success of the CMF; as well as operating plans to meet the goals and objectives as agreed to with the Board.
2. Embodies the values of CMF, sets the right tone, fosters a culture of integrity throughout CMF and meets the highest ethical standards.
3. Sets an operational philosophy that is performance driven and maintains an environment of high employee engagement.
4. Ensures the enterprise risk profile is managed within the defined risk appetite, and promotes a culture of ethical business conduct and prudent risk management.
5. Ensures leadership development and succession plans are in place to provide the continuity of leadership required by the CMF for the future.
6. Develops and motivates the Executive Team members, delegates authority and responsibility for strategic initiatives and individual tasks and provides overall management to ensure the leadership team is effective.
7. Fosters a climate of client focus and collaboration, develops and maintains key stakeholder relationships.
8. Promotes CMF internally and externally and strengthens the brand and positive public profile of CMF. Serves as chief spokesperson for the CMF communicating effectively with the client community, industry stakeholders, funders, government, regulator, and other key publics.
9. Works closely with the Chair of the Board to facilitate effective Board oversight by fostering relevant and engaged Board discussions, ensuring information is made available in a timely and effective manner and the best advice and counsel are drawn from Board members during meeting and as required throughout the year.