



## POSITION PROFILE

**Organization:** Canadian Association of Gastroenterology  
**Position Title:** Executive Director  
**Reports to:** Board of Directors  
**Location:** Oakville, Ontario

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## THE ORGANIZATION

Founded in 1962, the Canadian Association of Gastroenterology (CAG) is an innovative professional association, with over 1100 members including gastroenterologists, pediatricians, surgeons, basic scientists, and allied health professionals. The CAG provides professional gastroenterological education and funding opportunities for gastrointestinal health and disease research, and more recently, has advocated for improved timeliness and quality of digestive health care for Canadians. The CAG's mandate is to support and serve its members by promoting the advancement of the science and practice of gastroenterology and by providing leadership in patient care, research, teaching and continuing professional development (CPD).

In delivering its mandate, the CAG has been very successful in partnering with CIHR, Crohn's and Colitis Canada and the health care industry to support research in digestive disease and provide the highest quality CPD. In addition, the CAG has just launched a new journal, the Journal of the Canadian Association of Gastroenterology (JCAG) with the Oxford University Press. The CAG provides exceptional educational events such as Canadian Digestive Diseases Week™ (CDDW™), which members have rated on par with the popular American Gastroenterological Association Digestive Disease Week, the Gastroenterology Residents-in-Training (GRIT) Course, and the Scholars' Program for medical students and PGY1 and PGY2 internal medicine residents. Since 2001, the CAG has been an approved provider of accredited gastroenterological education as conferred by the Royal College of Physicians and Surgeons of Canada.

The CAG/Canadian Institutes of Health Research (CIHR)/Industry Research Program is an exceptional research opportunity in which the federal government and industry partners provide valuable support to gastrointestinal research. Funding is available for all levels of training including for clinicians, gastroenterology residents, postdoctoral fellows, and graduate and summer students. The Program has been a successful and highly sought-after funding avenue for over fifteen years; in the first ten years 87 researchers were funded to a total of over \$8.7 million, in support of the highest quality research in gastroenterology in Canada. Many of these researchers have gone on to secure clinical and/or academic appointments within Canadian institutions and CIHR funding, as well as becoming the mentors for the next generation of scientists.

The CAG is very active in the development of Clinical Practice guidelines, producing two to four guidelines each year. There is a concerted effort underway regarding quality aspects, including the Skills Enhancement for Endoscopy™ program which aims to standardize endoscopy training and to provide an avenue for endoscopists to access upskilling. The Global Rating Scale is an online quality improvement tool available to endoscopy units. In recent months, the CAG has been



instrumental in developing infection prevention and control and other clinical guidelines to reduce the spread of COVID-19.

The Canadian Association of Gastroenterology remains dedicated to research, professional education, and patient care in all areas of digestive health and disease, in support of the economic and social health of all Canadians.

The CAG, currently, has a permanent staff of four, including the Executive Director, based in Oakville, Ontario, to support the Board of Directors (5 members), Operations Committee (5 Vice Presidents) and numerous working committees. The new Executive Director will build on CAG's current strengths and will lead and inspire the Association forward confidently and successfully.

## **THE OPPORTUNITY**

The new Executive Director will be a dynamic leader who possesses exemplary vision, passion, and commitment to excellence in all instances; a leader who will help to build on the CAG's position as a leading National Specialty Society; and who will inspire and lead the Association to flourish within a rapidly evolving landscape. The Executive Director will be able to recognize the opportunity for growth and innovation even within these challenging global circumstances. The Executive Director is responsible for guiding day-to-day management decisions at the CAG and developing and implementing short- and long-term plans in alignment with the organization's vision, mission, and values.

In assuming this leadership role, the new Executive Director will be expected to focus on the following key priority areas:

- Establish credibility and relationships of trust with the Board and committees, members, staff, funders, and partners.
- Familiarize oneself with the organization – its structure, programs/services – and the current and future trends shaping the profession.
- Communicate and engage effectively with all association members, and play an active role in growing membership.
- Navigate the evolution of business in the context of COVID-19, including arrangements for the 2021 annual conference.
- Work with the Board to develop the new strategic plan.
- Deepen and expand funding, sponsor relationships, and industry partnerships.
- Seek to innovate and drive new models of service delivery to members.
- Determine and strike the ideal balance between clinical and research priorities.

For this next leader, this is a wonderful opportunity to work with one of the leading medical associations with a strong reputation for quality and excellence, a sound volunteer ethos and collaborative, supportive culture. The CAG is impressive in its contributions to clinical and research advancement, the training and mentoring of professionals, and, ultimately and importantly, improving patient care.



## Primary Duties and Responsibilities

### *Leadership*

- Work with the Board of Directors to develop and implement a vision and strategic plan.
- Foster effective teamwork between the Board, the Operations Committee, the CAG staff and the CAG membership.
- Represent the CAG at meetings with other associations and organizations.

### *Operational planning and management*

- Develop an operational plan which supports the strategic direction of the CAG.
- Oversee the efficient and effective day-to-day operation of the CAG.

### *Program planning and management*

- Oversee the planning, implementation and evaluation of the CAG's programs and services with particular reference to CDDW™ and special projects such as the SEE Program, C-GRS, clinical practice guidelines and leadership training.

### *Human resources planning and management*

- Determine staffing requirements for organizational management and program delivery.
- Establish a positive, effective, healthy, and safe work environment for all staff.

### *Financial planning and management*

- Work with the Board to secure adequate funding for the operation of the CAG from external partners including the healthcare industry, federal and provincial organizations.

### *Community relations/advocacy*

- Communicate with stakeholders to keep them informed of the work of the CAG and to identify changes in the community served by the CAG.
- Establish good working relationships with community groups, funders, politicians and other organizations to help achieve the goals of the CAG including, but not limited to provincial, regional, national and international gastroenterology societies and other relevant professional and not-for-profit organizations.

### *Risk management*

- Identify and evaluate the risks to the CAG's people, property, finances, goodwill and image and implement measures to mitigate risks.

## THE IDEAL CANDIDATE

The ideal candidate will bring the requisite leadership capability to lead CAG in the development, communication and implementation of strategy and plans to achieve the organization's mission and goals. This includes:

- Excellent relationship building and stakeholder management skills, including the ability to engage with and harness the strengths of volunteers to achieve results.
- An experienced and effective team leader and collaborative manager who can build a positive culture, staff commitment and leadership capacity.



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- Ability to learn the current community challenges and opportunities related to the field of gastroenterology and the CAG's mission.
- Ability to identify and pursue opportunities for growth.
- A connector with excellent strategic relationship-building skills with all stakeholders including industry partners, clinicians, researchers and students.
- A proven fundraiser, who is effective at building financial partnerships and coalitions.
- A strong problem solver, who is open to and has an eye for innovation and evolving best-practice.
- Self-supportive and administratively hands-on in the daily execution of their role.
- A kind, enthusiastic, and honest approach to leadership.
- Existing knowledge of the healthcare industry and healthcare professionals, particularly in the field of gastroenterology, would be an asset.

***The Canadian Association of Gastroenterology is an equal opportunities employer, and committed to upholding the values of equity, diversity, and inclusion across the organization and throughout its hiring process. If you are contacted for an interview and require accommodation, appropriate arrangements will be made to assist you through this process.***

## CONTACT INFORMATION

Should you have any questions regarding this important and meaningful opportunity, or wish to forward a cover letter and current resume for consideration, please contact Ed Perkovic, Vice President – [ed.perkovic@lhhknightsbridge.com](mailto:ed.perkovic@lhhknightsbridge.com).

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# The Canadian Association of Gastroenterology Structure and Governance

