



CARS Executive Director role description

The Executive Director is a member of the extended CARS board, and their primary role is to provide oversight and guidance, related to the process and management of rallying in Canada.

As a nonvoting member of the CARS extended board the Executive Director is expected to attend and participate in regular CARS meetings of both the board and special project committees.

The Executive Director will assist the organization in achieving its short- and long-term goals by:

- Providing ongoing guidance ensuring that the short-term projects and initiatives are in alignment with the long-term goals of the organization.
- Provide project oversight.
 - Identify committee members where required.
 - Provide high level guidance.
 - Ensure project targets and milestones are met.
- Being engaged and up to date on global rallying achievements, innovation, and improvement.
 - Help incorporate the best practice learnings into ongoing National level projects where applicable.
- Assist with implementation process deliverables.
- Coordinate the efforts of those Directors that are given the responsibility of developing new ideas, programs, and other initiatives that require Directors to interact with each other to achieve a common goal.
- Conduct Research for projects to determine “proof of concept” of ideas discussed by the Board.

At each CARS board meeting it will be expected that the Executive Director will provide:

- Updates to ongoing projects but committee chairs may make this report instead.
- Updates to ongoing exploration of global rally affairs and best practices
- Help determine priority deadlines for current project and committee work.
- Reminding deadlines to the CARS board and Extended board for ongoing projects or bulletins of top priority.

The Executive Director at the discretion of the CARS board may be asked to play a role in:

- Sponsor and partner negotiations or management.
- Recruitment process for key organizational roles.
- Manage Social Media programs.
- Be a CARS representative at events where required.