

## **Position Description: CMC Microsystems President and CEO**

### **Major Responsibilities**

Reporting to the Board of Directors, the President and CEO is responsible for the operations of the Corporation and will be:

- Responsible for seeing that all orders and resolutions of the Board of Directors be carried out and will report to the Board of Directors on the status of the corporations programs.
- The primary representative of the CMC at meetings, conferences and workshops and in written reports such as the Annual Report and CMC business plans.
- Responsible for all policy decisions made regarding the day-to-day operation of CMC and for recommending overall CMC policy to the Board of Directors.
- Responsible for policy and planning using insight gained from the membership, Technical and Industrial Advisory Committees and in Executive Committee meetings and from personal interactions with university, industrial and government contacts both in Canada and internationally.
- Extensive interaction with government, industry and academia
- Responsible for regular reviews of the staffing and administration of CMC and for making appropriate decisions relating to current programs, expenditures and personnel.

Specifically, the Board will look to the CEO to provide:

### ***Strategic Leadership:***

- Provide clear strategic direction.
- Develop and implement the business strategy (5 year horizon) and the production and delivery of the operating plan (3 year horizon).
- Develop a flexible and pragmatic strategy to deliver sustainable competitive advantage for Canadian researchers, which will involve: establishing realistic commitments, deciding when to bring in external resources to complement internal skills, examining resource constraints, factoring this into the strategic vision and making the appropriate adjustments in the light of technology developments worldwide.
- Provide clear, decisive and collegial leadership to translate the strategy into executable objectives in which each member of the team and external partners know their part in fulfilling the mission.

### ***Operational Management and Leadership:***

- Be accountable for continual improvement and ensure operational excellence.
- Implement a rigorous process for approving new projects and decision-making processes on key priorities.
- Analyze potentially conflicting business demands and prioritize them, identify and manage critical group synergies.
- Provide accessible, substantive and on-going communication and leadership to the team to ensure that everyone understands his/her role in steering the organization toward the fulfillment of the vision.
- By his/her own example, nurture a performance based culture that rewards driven yet balanced contributors and a team based approach.
- Be a coach and mentor.

### ***Stakeholder/Relationship Management:***

- Ensure a positive perception and create strong relationships within the executive team and key managers and with the Board of directors.
- Balance the needs of a diverse stakeholder base that includes government, industry and academia.
- Build and manage relationships with outsourcing partners so as to ensure the best value and highest quality service through a strong spirit of partnership and collaboration.