Chief Executive Officer
Canadian Association of General Surgeons

The Canadian Association of General Surgeons (CAGS) is the national voice for General Surgeons in Canada, representing over 1,500 practising members and general surgery residents. Through investments in education and research, CAGS provides the tools, support and resources for its members to achieve excellence in surgical care. Our advocacy efforts aim to improve the functioning of surgical care systems and practices and to improve access to quality surgical care in urban and rural settings, across Canada. For a detailed list of strategic initiatives and member services, visit www.cags-accg.ca.

CAGS Mission
To empower General Surgeons to improve patients’ lives through advocacy, education and research.

CAGS Vision
Excellence in General Surgical Care for All.

CAGS hosts the largest surgical meeting in Canada (Canadian Surgery Forum) which is an important touch point for its members, partners and other stakeholders. CAGS is an accredited provider of Continuing Professional Development (CPD) through the Royal College of Physicians and Surgeons of Canada (RCPSC) and is an affiliate of the Canadian Medical Association (CMA). The association also provides an annual examination for all general surgery residents. CAGS houses the Canadian General Surgery Foundation which supports annual operating grants through a research award/competition.

Reason for the Search
With a progressive Board of Directors and dedicated staff, the Canadian Association of General Surgeons is seeking the recruitment of a visionary CEO who can naturally inspire and motivate a broad range of stakeholders. The role requires a collaborative, influential, experienced thought leader with a passion for advancing the profession of general surgery.

The CEO will function as an influential ambassador and champion of progress for the organization while engaging, inspiring, and motivating innovative approaches to planning for the next evolution of service delivery and delivering a compelling member value proposition.

The current CEO is moving to a part-time role and will be available to assist with a smooth transition.

The Position
Reporting to the Board of Directors and responsible for the overall strategy implementation of the organization, the CEO focuses on developing long, medium, and short-term strategies, resources, alliances/partnerships and connections to major stakeholders, internally and externally, to achieve the strategic objectives and operational plans while ensuring that the Canadian Association of General Surgeons is responsive and supportive of member needs throughout their professional lives.

The primary focus of this position is to provide leadership and direction for achieving the mission, vision, and strategic priorities based on the visioning and priority-setting work of the Board while leading staff to manage the day-to-day operations of the organization. The CEO will implement the policy and planning work of the Board of Directors while being accountable for achieving the strategic, financial, and operating objectives of the Canadian Association of General Surgeons.

The Canadian Association of General Surgeons has partnered with The Canadian Society of Colon and Rectal Surgeons, the Canadian Hernia Society and the Canadian Society of Surgical Oncology for a shared staffing model. These organizations are also managed from the CAGS office. The CEO for CAGS is also responsible for the operational management of these societies.
Responsibilities

Vision: Identify long term strategic goals, understand ‘the big picture’, find creative and strategic solutions to complex problems and ensure that CAGS is well positioned to meet future challenges.

Governance: Manage the multiple points of view of Board members and ensure that each volunteer Board and committee member continues to see the value of a strong association. Develop policies and procedures with respect to onboarding, offboarding, appropriate nominations and succession planning for leadership roles.

Committee Leadership: Support numerous standing committees and act as an advisor when needed on an ad hoc basis. Key committees that the CEO sits on are Executive, Global Surgery, Research, Rural Surgery, Post-Graduate Education, Division Heads of Surgery and Membership.

Stakeholder Management: Build and maintain strong working relationships with a variety of different stakeholders with similar goals. Stakeholders include the provincial surgical associations, subspecialty societies, the academic community, the Royal College of Physicians and Surgeons of Canada, the Canadian Medical Association, the College of Family Physicians of Canada, CIHI and other related groups.

Reputation: Represent CAGS members in various contexts as a respected and credible face and voice for its members, including at the annual Canadian Surgery Forum, midterm Board meetings, the American College of Surgeons, SAGES and others.

Member Programs: Provide oversight for the development and delivery of innovative, value-added programs for CAGS members and ensure that programs align with the vision and strategy of the association. Work with staff to create new initiatives to better meet the needs of CAGS members and develop strategies to increase membership nationwide. Current programs include an annual conference, webinars, virtual patient cases, minimally-invasive-surgery programs and affinity programs.

Resident Exam: Manage the annual resident examination by working with the Examination Chair to ensure smooth delivery, including the exam delivery platform, outside contractors, reporting and billing of the examination.

Accreditation: Manage internal accreditation processes to maintain the status of accredited CPD provider under the Royal College of Physicians and Surgeons of Canada. Work with the CPD Committee to manage the CPD planning process for the organization. Review accreditation applications from other physician organizations.

Team Management: Motivate staff to accomplish organizational goals and objectives, creating a context that rewards hard work and reinforces a positive workplace environment. Promote a culture of engagement, empowerment and service with member value at the forefront.

Financial Management: Manage a sizeable operating budget including developing and reporting against an annual budget, maintaining financial controls and developing effective policies and procedures to ensure the prudent management of funds. Work closely with the accountant who prepares monthly financial reports and liaise with the auditor during annual audits for all societies. Oversee the budget for the Canadian Surgery Forum and its associated profit-sharing model.

The Canadian Surgery Forum is a partnered conference comprising six surgical societies. The Canadian Society of Colon and Rectal Surgeons, the Canadian Hernia Society and the Canadian Society of Surgical Oncology are also managed from the CAGS office. The CEO for CAGS is also responsible for the overall direction of these societies. The scope of work is outlined in Appendix A.
**Qualifications, Experience and Qualities**

The preferred candidate will possess experience in a related leadership capacity. While a University Degree coupled with postgraduate studies or an advanced level degree in management will be considered an asset, equivalent experience is also highly valued.

Ideal candidate experience will include demonstrated understanding of not-for-profit governance and experience working with a volunteer Board; knowledge of program development, implementation and evaluation processes; knowledge of planning processes and budget preparation; financial procedures; managing budgets; knowledge of leadership strategies and the ability to inspire staff, volunteers, and stakeholders for success. Additionally, knowledge of Royal College Accreditation processes would be valuable. Knowledge of IT fundamentals and of computer-based learning platforms would be additional assets.

As a champion of innovation, service excellence, and stakeholder engagement, the ideal candidate is a confident decision-maker who can forge successful relationships and quickly gain and maintain the respect of colleagues, staff, stakeholders and the Board. The CEO must be approachable and insightful, be able to maintain focus on priorities, be an effective communicator, and set an example of professionalism, integrity, and values driven leadership.

**Remuneration**

CAGS is offering an exceptional executive leadership opportunity that is both attractive and rewarding. An attractive total compensation package comprising a competitive annual salary, with vacation and benefits, is offered.

**Ottawa Region, Kanata, Ontario**

Located in the picturesque western section of Ottawa, Kanata has a population of over 100,000 people, and is a large, fast-growing suburb known for its high-tech business parks and the Canadian Tire Centre arena where the Ottawa Senators pro hockey team plays. There are several big shopping complexes, including the Tanger Outlets mall and open-air Kanata Centrum Shopping Centre. Small parks and playgrounds dot the area, while vast South March Highlands Conservation Forest has walking and mountain biking trails.

Kanata has the perfect blend of urban and rural areas, meaning that when you want to get that fresh pine smell, you don’t have to go far. The most popular parks and nature attractions in Kanata include: Shirley's Brook Park; Morgan's Grant Woods; Shetland Park; Allenby Park; and The Kanata Park Research Family Centre.

The region boasts lower than average housing pricing compared to other Ontario locations and is considered one of the safest places in the world to learn, work and play. It is also known for its volunteerism. Situated close to Highway 401 and within an easy drive to major cosmopolitan centres including Kingston, Ottawa, Montreal and Toronto, and within half an hour to a border crossing to the United States, Kanata is located close to the beautiful 1000 Islands region, a world-renowned tourist destination, inhabitants and tourists from around the world come to boat, fish, sail, camp, golf, scuba dive (best fresh water diving in the world), cycle and hike. In winter, the region is teaming with activity: Cross country skiing, downhill skiing, snowmobiling, hiking, ice fishing, ice boating, hockey or just skating on the river. The area is host to countless festivals, events and fun activities from country fairs to winter dog sled races. Wine and Food, Tall Ships and Ribfest to name a few attract over 400,000 visitors to the region each year.
The City of Ottawa

Nestled on the banks of the majestic Ottawa Rideau and Gatineau Rivers, Ottawa is one of the most beautiful capitals in the world. A thriving international technology and business centre, and world class tourism and convention destination, Ottawa is also rich in culture and heritage with its many national institutions, parklands, waterways and historic architecture. It is home to a large number of foreign embassies and is a recognized centre for both academics and professional training. The city offers an open and welcoming environment to cultures from around the world, providing service in English, French and a host of other languages. The city’s residents enjoy an enviable quality of life that is recognized around the world.

For more information on the Ottawa region please visit: www.ottawa.ca

Those interested are asked to provide a resume and cover letter in confidence to Shelley Pelkey at shelley@cags-acg.ca by April 29, 2022.
Appendix A

The Canadian Hernia Society (CHS)  www.canadianherniasociety.ca

With close to 40 members, the CHS provides a professional forum for education and research for the advancement of hernia care and advocates for continuous improvement of quality patient care through the prevention and treatment of hernias and promotes global collaboration in hernia care. In addition, CHS provides support for innovative treatments for abdominal wall abnormalities.

CHS is a partner in the Canadian Surgery Forum meeting, the largest surgical meeting in Canada. At this meeting the CHS has dedicated sessions covering all areas of abdominal wall reconstruction. The meeting includes international invited speakers who are leading educators in hernia surgery.

The Canadian Society of Colon and Rectal Surgeons (CSCRS)  www.cscrs.ca

The CSCRS has a current membership of approximately 100 members. The membership includes surgeons from all provinces of Canada including academic colon and rectal surgeons as well as community surgeons who practice in urban and rural locations.

The CSCRS is dedicated to setting and maintaining high professional and ethical standards to disseminate knowledge and encourage teaching and research related to colorectal disease. The Society supports and promotes self-education, further development of the specialty, establishing post-graduate training and research, involvement in collaborative studies, and regional promotion of the specialty. The CSCRS is committed to establishing collaborative efforts with partners and key stakeholders also committed to enhancing quality of care for patients affected by colorectal disease.

The Canadian Society of Surgical Oncology (CSSO)  www.csso.surgery

The CSSO is a 100-member association dedicated to improving Cancer Care in Canada by facilitating communication between surgeons whose primary interest lies in the field of oncology, by encouraging the formation of surgical oncology training programs in surgical departments in Canadian universities, by promoting the optimum treatment of the patient with cancer through a multi-disciplinary treatment approach, by cooperating with other organizations such as the Royal College of Physicians and Surgeons of Canada (RCPSC), the Society of Surgical Oncology (SSO) and Canadian Oncology Societies (COS) in activities designed to achieve these objectives, by fostering the development of education in cancer, for both graduate, undergraduate and continuing medical education and by encouraging the development of research in oncologic surgery.

For all three organizations, the CEO has oversight of operations including website maintenance, member communication, member enrollment, dues collection, quarterly executive meetings, preparation for the Canadian Surgery Forum, annual general meeting, financial management and reporting, one half-day annual scientific meeting and one annual research grant competition including awarding of funds to recipients.