



CAMPUT is a self-supporting, non-profit association of Canadian federal, provincial, and territorial energy and utility regulators. These boards and commissions are responsible for the regulation of the electric, water, gas, and pipeline utilities in Canada. Some CAMPUT members are also responsible for the regulation of matters such as automobile insurance. CAMPUT has fifteen members and two associate members.

CAMPUT's purpose is to further regulatory excellence in Canada. CAMPUT engages in a number of member-only and public activities, primarily focussed on education, discussion of current issues, and sharing of best practices. Events take place online and in-person across Canada. More information about CAMPUT and its activities is available at [www.camput.org](http://www.camput.org).

CAMPUT is currently supported by two part-time external consultants: an Executive Director and a Senior Administrator. CAMPUT is looking for a new Executive Director to start early November, to replace the incumbent Executive Director, who plans to retire at the end of the year. There is flexibility to engage the next Executive Director on either a part-time or full-time basis.

### **EXECUTIVE DIRECTOR (Part-Time or Full-Time Contract Position)**

Reporting to the Chair of CAMPUT and the Executive Committee, the Executive Director provides active and visible strategic leadership for the organization. Acting as a liaison between members and key committees, the Executive Director is responsible for providing overall management of the organization. As a strategic and collaborative leader, the Executive Director will develop and maintain lasting relationships with key stakeholders, nationally and internationally, and effectively collaborate with the highest levels in these organizations.

The Executive Director acts as a key spokesperson for CAMPUT, represents CAMPUT at various events, and provides leadership for all events, including the annual CAMPUT Conference. The Executive Director supervises and works closely with the Senior Administrator to ensure seamless service for members and optimal functioning of the organization.

As an ideal candidate, you not only have significant senior leadership and management experience in a regulatory environment, but you also bring demonstrated business experience, solid financial acumen, and innovative thinking to this key leadership role. You are bilingual, with dynamic presentation skills and compelling written and verbal communication skills. As a proactive advisor to the Executive Committee, you anticipate and understand trends, issues and opportunities and effectively interpret them for the organization's effectiveness.

This is a contract position with the expectation that the successful candidate will provide their own office or workspace. As CAMPUT operates as a virtual organization, the Executive Director could be

located anywhere in Canada. Travel to CAMPUT's in-person events will be necessary, typically three or four trips each year. Occasional travel to other events, including National Association of Regulatory Utility Commissioners (NARUC) conferences, will also be necessary.

## **Responsibilities**

### ***Strategy, Vision and Business Planning***

- Participate with the Executive Committee to develop and maintain a vision and strategic plan to guide the organization
- Identify, assess, and inform the Executive Committee of internal and external issues that affect the organization and members
- Act as an advisor to the Executive Committee on all aspects of the organization's activities
- Foster effective teamwork between the Executive Committee and CAMPUT members
- Represent CAMPUT at internal and external events and enhance the organization's profile
- Lead development of the annual budget
- Oversee organizational administration by supervising the Senior Administrator
- Work to secure external funding

### ***Organizational Leadership***

Provide leadership for all organizational activities, including

- Annual Conference: support program development; manage sponsorships and Community Fund; oversee external event organizer; manage budget
- AGM: oversee planning, logistics, and budget; support Nomination Committee; manage honorary membership and awards processes
- Executive Committee: coordinate materials and logistics for meetings
- Regulatory Affairs Committee: support program development for the Regulatory Key Topics Meeting and AGM Conference
- Education Committee: support development and delivery of CAMPUT Connections webinars
- Energy Regulation Course: support program development and delivery; oversee logistics and budget
- Advanced Energy Regulation Course: support program development and delivery
- People leadership: supervise CAMPUT's Senior Administrator in the execution of their duties
- Financial leadership: oversee all financial matters (budgeting, reporting, audit, tax filings, etc.)

### ***Member Engagement***

- Facilitate connections across the membership to promote best practices and information sharing
- Recruit members for CAMPUT's committees, activities, and communities of interest
- Disseminate information to members (CAMPUT currently issues a weekly newsletter to keep members informed of regulatory developments and current issues)
- Maintain library of resources and educational materials

### **External Engagement**

- Develop and maintain strong relationships with Electricity Canada, Canadian Gas Association, Natural Resources Canada, Electric Power Research Institute, Positive Energy, Public Policy Forum, and other think tanks, NGOs, academics, and related entities
- Maintain an active social media presence
- Oversee externally commissioned research
- Maintain a strong relationship with the NARUC by facilitating cooperation/collaboration, attending meetings, planning bilateral meetings, reporting to members, etc.
- Maintain a strong relationship with the International Confederation of Energy Regulators (ICER) and World Forum on Energy Regulation (WFER) by participating on Steering Committees, facilitating communications with members, coordinating participation with Executive Committee, etc.

### **Education and Work Experience**

- Bachelor's degree in a related field
- 10+ years of regulatory, not-for-profit, or government leadership experience
- Experience in the utility/energy industry is considered an asset

### **Skills and Attributes**

- History of transparent and high integrity leadership
- High level strategic thinking and planning skills, with an ability to envision and convey the organization's mission and strategic future to the Executive Committee, membership, and external parties
- Previous success in establishing and maintaining strong relationships with external organizations
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Expert public speaking abilities
- Strong organizational abilities, including event planning, delegating, program development and task facilitation
- Committed work ethic with a high degree of passion for the utility/energy industry
- Written and verbal fluency in English and French

The British Columbia Utilities Commission is supporting the recruitment process for the Executive Director role on behalf of CAMPUT. To be considered for this opportunity, please send your resume and cover letter with the following subject line: Executive Director, CAMPUT to [careers@bcuc.com](mailto:careers@bcuc.com). We thank all candidates for their interest; however, only those who are shortlisted will be contacted.