Position Description

Strategic Director

The Strategic Director is a member of the PTSA Board of Directors responsible for providing strategic leadership and oversight within an assigned portfolio area. Strategic Directors include:

Advocacy Director
Education Director
Marketing Director
Membership Director
Volunteer Director

Working collaboratively with the Administrator, other Board Directors, committee leads, and volunteers, the Strategic Director translates PTSA's strategic priorities into annual work plans, guides committee activities, monitors performance, and ensures initiatives deliver measurable value to members and the profession.

The Strategic Director serves as a leadership, planning, and oversight role rather than an operational role. Success is achieved through effective volunteer leadership, strategic thinking, performance monitoring, and collaboration.

Reporting Relationships

Provides Leadership To:

- Committee Chairs/Leads within assigned portfolio
- Committee members and volunteers

Advocacy Advisory Committee
Communications Committee
Conference Planning Committee
Education Advisory Committee
Membership Engagement Committee
Webinar Delivery Committee

Works Closely With:

- Executive Committee
- Other Strategic Directors

- Administrator
- Contractors and partners, as required

Key Responsibilities

Strategic Leadership

- Support the development and advancement of PTSA's strategic priorities.
- Keep up to date on issues affecting the pharmacy technician profession and identify emerging opportunities, challenges, trends, and risks within the assigned portfolio.
- Provide strategic recommendations to support organizational growth and member value.
- Ensure portfolio initiatives align with the Society's mission, vision, and strategic plan.
- Participate in strategic planning and organizational priority-setting activities.

Annual Work Planning

- Develop and maintain annual portfolio work plans aligned with approved strategic priorities.
- Establish measurable objectives, deliverables, timelines, resource requirements, and success indicators.
- Review committee recommendations and integrate them into portfolio planning.
- Ensure approved initiatives advance strategic outcomes and organizational objectives.
- Monitor progress and adjust priorities as necessary within delegated authority.

Committee Leadership and Oversight

- Provide leadership and direction to committees within the assigned portfolio.
- Recruit, mentor, develop, and support committee leads and volunteers.
- Foster a culture of accountability, collaboration, innovation, and continuous improvement.
- Ensure committees maintain focus on approved objectives and deliverables.
- Identify volunteer succession opportunities and support leadership development.

Performance Monitoring and Accountability

- Monitor committee performance, deliverables, and outcomes.
- Conduct regular reviews of progress against approved work plans.
- Identify barriers, risks, resource gaps, and performance concerns.
- Recommend corrective actions when initiatives are not achieving intended results.
- Report on portfolio outcomes, achievements, and emerging issues.

Budget Planning and Resource Stewardship

- Develop annual budget requests for portfolio activities.
- Review resource requirements and funding needs for planned initiatives.
- Support responsible stewardship of approved budget allocations.
- Ensure activities and expenditures align with approved priorities.
- Identify opportunities to maximize organizational impact and value.

Collaboration with the Administrator

- Maintain regular communication with the Administrator regarding portfolio activities.
- Provide updates on progress, risks, volunteer capacity issues, and resource requirements.
- Work collaboratively to coordinate activities across portfolios.

Governance Support

- Participate in Board and leadership discussions.
- Support the implementation of governance policies, procedures, and organizational expectations.
- Ensure decisions and activities remain within delegated authority.
- Contribute to organizational accountability and continuous governance improvement.
- Attend and actively participate in board meetings and the Annual General Meeting.

Delegated Authority

Within approved work plans and budgets, the Strategic Director may:

- Lead portfolio committees and working groups.
- Develop annual portfolio plans.
- Recommend initiatives and priorities.
- Monitor performance and outcomes.
- Prioritize approved portfolio activities.
- Recommend resource requirements and budget allocations.

The Strategic Director may not:

- Establish organizational strategy or approve budgets independently.
- Override Board or Executive Committee decisions.
- Direct the work of the Administrator.
- Make governance decisions on behalf of the Board or Executive Committee.

Qualifications

- Full Pharmacy Technician Member in good standing.
- Understanding of the pharmacy technician profession and healthcare environment.
- Leadership experience, or interest in developing leadership skills.
- Willingness to work collaboratively and lead others.

Preferred

- Strategic thinking and planning skills.
- Experience managing projects or initiatives.
- Experience serving on boards, committees, or councils.
- Experience in advocacy, education, communications, membership engagement, or related portfolio areas.
- Ability to work with digital tools for communication and document sharing (e.g. email, Google Workspace, Zoom).

Time Commitment

- Attend board meetings: 4 times per year (1-2 in person and 2-3 virtual)
- Virtual meetings with committee leads as required
- Ongoing collaboration with the Administrator via email and through virtual meetings when required
- Participation in portfolio-related initiatives, events, and leadership activities
- Review email and documents: 1-2 hours/month (includes policy drafts, minutes, etc.)
- Attend the annual general meeting (AGM) in-person: 2 hours
- Complete orientation/onboarding: 3-4 hours at start of term

Average commitment will vary by portfolio but typically ranges from 5-10 hours per month.

Term

- Directors will serve an initial term of three (3) years with the option of re-election for an additional term. Total consecutive years on the board may not exceed six (6) years.