



Canadian Institute of Management
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SERVICES CONTRACT

STRATEGY ONE CONSULTING INC. (C/O MATTHEW JELAVIC)
(hereinafter referred to as the “Contractor”)
and
THE CANADIAN INSTITUTE OF MANAGEMENT
(herein referred to as the “Institute”)

CONTRACT DESCRIPTION

The CANADIAN INSTITUTE OF MANAGEMENT (DBA as “CIM | CHARTERED MANAGERS CANADA”) has contracted with MATTHEW JELAVIC through STRATEGY ONE CONSULTING INC. for the services of a Chief Executive Officer (CEO) to manage the overall operations of the Institute aligning with the Mission, Vision and Strategic Objectives of the Institute. The term of this contract is for 5 years, effective June 1, 2019 and expiring May 31, 2024, with an annual fiscal-year remuneration review, and renewable thereafter upon the agreement of both parties.

This Services Contract shall govern the relationship between the Institute and the Contractor as follows:

POSITION DESCRIPTION AND DUTIES

Reporting to the Board of Directors through the President and Board Chair of the Institute, the Contractor agrees to lead, manage, supervise, coordinate, implement, direct, organize, facilitate, perform and conduct all duties surrounding, but not limited to, the following business, management, operational and strategic areas:

- Report to the Board of Directors through the President and Board Chair.
- Serve as the Institute’s primary spokesperson to the organization’s constituents, partners, external organizations, members, academia, industry, government, media and the public.
- Establish and maintain relationships with various internal stakeholders and external organizations and utilize those relationships to strategically enhance the Institute’s Mission, Vision and Strategic Objectives.
- Work closely with the President and Board Chair and Board of Directors to seek their involvement in strategic decisions to increase the overall visibility and influence of the Institute.
- Manage, collaborate with and review the performance of all organizational staff.
- Develop strategic and operational plans and present to the President and Board Chair and Board of Directors for review and feedback.
- Participate in all Institute Board and Committee meetings as an ex-officio member.
- Attend all Annual General Meetings, Special Meetings, Conferences, Board Meetings and Committee Meetings, and other meetings as required.
- Oversee and manage marketing, education, certification, accreditation, professional development, corporate development, finance, legal, membership, technology, administration, public relations, and communications efforts in collaboration with lead directors (if applicable) and staff.
- Negotiate, review and sign contracts for external services, partnerships and business relationships on behalf of the Institute.

- Implement employment and administrative policies and procedures for all functions and for the day-to-day operations of the Institute.
- Maintain a close working relationship with the President and Board Chair and Board of Directors, providing advice and counsel on policy issues and effective two-way communication and coordination on matters important to the overall strategic direction and management of the Institute.
- Develop a strong collaborative working relationship with the Board Chair and President and Board of Directors; assist the Board in its policy-making duties by providing relevant information; furnish information to include options and potential consequences of Board actions; enable the Board and its Committees to make informed decisions.
- Assist and advise the President and Board Chair and Board of Directors in their planning responsibilities by developing and directing the planning process to generate short and long-term objectives and strategies.
- Communicate regularly with the President and Board Chair and Board of Directors about internal operations and external stakeholder communications and invite and encourage Board member participation in various events as appropriate.
- Implement Board policy via actionable management plans and provide strategic direction that will enable the effective execution of these plans.

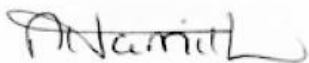
TERM AND REMUNERATION

1. This services contract is valid for 5 years, effective June 1, 2019 and expiring May 31, 2024, renewable thereafter upon agreement of both parties.
2. The contractor will invoice the Institute \$1,250.00 + HST monthly in the 2019 – 2020 fiscal year, and monthly thereafter for the duration of the services contract. This remuneration will be subject to an annual fiscal year review.
3. The contractor will additionally be remunerated 6% of all new category-based revenue generated during each fiscal year over the previous fiscal year.
4. The contractor will invoice for all business-related mileage when using a personal vehicle and reimbursed for all other reasonable business, travel, accommodation, and remote office expenses.

By the signatures below, this Services Contract is entered into by the Institute and is accepted by the Contractor this 31st day of May 2019.

Canadian Institute of Management

Contractor




Nicole Hamilton, M.Ed., MBA, C.Mgr.
President and Board Chair

Dr. Matthew Jelavic, C.Mgr.
Strategy One Consulting Inc.