

POSITION GUIDEHEAD, OFFICIAL VISITS SECTIONFunction

Assists the Chief of Protocol in the management of arrangements on behalf of the Government of Canada for visits of Foreign Heads of Government and Senior Foreign Officials.

Responsibility and Authority

1. Plans for and arranges itineraries, appointments, transportation and facilities necessary to appropriately receive and care for the wants of Foreign Dignitaries officially visiting Canada.
2. Is secretary of the Government Hospitality Committee.
3. Develops standard planning procedures for visits.
4. Is delegated substantial administrative authority to make the arrangements necessary to fulfill his responsibilities.

Relationships

1. Reports to the Chief of Protocol.
2. Deals with other government departments to make visit arrangements.
3. Deals with Police forces at municipal, provincial, and federal levels.
4. Sometimes must consult members of the public in regard to visit arrangements.
5. Consults with geographic and functional branches in developing visit plans.

Accountability

1. Develops objectives and schedules accomplishments for approval by his superior.
2. Reports at intervals determined by his superior, indicating in specific terms the degree to which accomplishments have met the approved objectives. Provides explanations as appropriate.