

# EXECUTIVE AND GOVERNANCE POLICY

## 12.0

**Policy Title:** 12.0 Role of the Executive Director

**Last Approved:** April 2021

### BACKGROUND

The purpose of this policy is to identify the specific areas of responsibility of the Executive Director. The Executive Director is the Chief Executive Officer and reports directly to the Executive. The Executive Director is accountable to the Executive for the conduct and operation of the Association. All Executive authority delegated to the staff of the Association is delegated through the Executive Director.

### APPLICATION

This policy applies to the Association.

### POLICY STATEMENT

1. Executive/Executive Director Relations
  - 1.1. Implement the Executive's direction with integrity in a timely manner.
  - 1.2. Interact with the Executive in a respectful, professional, transparent manner.
  - 1.3. Facilitate the Executive governance functions as defined in the Executive Policy Manual.
  - 1.4. Ensure agendas are provided to the Executive seven (7) days prior to the meeting to allow appropriate preparation. Emergent items may be added when required.
  - 1.5. Provide the Executive with balanced, sufficient, concise information options where practical and clear recommendations in the form of briefing notes.
  - 1.6. Keep the Executive informed of relevant provincial government decisions/directions.
  - 1.7. Develop a SSBA Annual Report approved by the Executive.
  - 1.8. Facilitate the development and implementation of the Executive's policies.
  - 1.9. Follow protocols which honour and respect the role of the Executive.
  - 1.10. Promote the building of relationships with key contacts internally and externally.
  - 1.11. Provide a written report, in an agreed format, to each Executive meeting.
  - 1.12. Provide quarterly reports on the Association services to the Executive as per the Executive Annual Work Plan.
2. Member Services
  - 2.1. Offer a highly relevant program of services which are accessed and valued by member Boards, including:
    - 2.1.1. Trustee and Board development services;
    - 2.1.2. Provision of access to benefit plans and insurance plans;
    - 2.1.3. Relevant legal and employee relations services;
    - 2.1.4. Relevant communication services;
    - 2.1.5. Reporting to members.

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### 3. Personnel

- 3.1. Ensure personnel administrative procedures are developed and followed.
- 3.2. Ensure job descriptions are developed and reviewed annually as part of the evaluation process to ensure currency, and alignment with the SSBA's strategic directions.
- 3.3. Ensure annual evaluations based on individual's job descriptions are completed.
- 3.4. Ensure market relevant compensation and benefit coverage is provided for employees within appropriated budgets.
- 3.5. Ensure documentation regarding terms of engagement for all contract employees is maintained.
- 3.6. Ensure supervision of staff in a manner which recognizes, develops and utilizes the talents of all staff and serves the strategic directions of the SSBA.
- 3.7. Participate in the interview panel when hiring senior management positions.

### 4. Strategic Planning

- 4.1. Annually facilitate the review of the strategic plan approved by the Executive.
- 4.2. Provide the Executive with an annual report regarding progress toward achieving the key results.
- 4.3. Keep the Executive informed through Executive meeting updates about progress relative to the strategic plan.
- 4.4. Achieve the key results identified by the Executive in the strategic plan.
- 4.5. Build and motivate a staff team that demonstrates a commitment to and achieves the SSBA's strategic plan.

### 5. Fiscal Accountability

- 5.1. Develop budget assumptions as part of the budget development process for the Executive's consideration and approval.
- 5.2. Develop a draft annual budget for consideration and approval of the Executive, which includes resourcing of the strategic plan.
- 5.3. Ensure the general meetings and trustee development programs are offered on at least a cost recovery basis.
- 5.4. Present to the Executive quarterly financial statements in a format acceptable to the Executive.
- 5.5. Ensure the annual audit report, management letter and audited financial statement are tabled with the Executive and that all identified deficiencies are remediated and reported to the Executive in a timely manner.
- 5.6. Ensure that the Association's fiscal health is reviewed annually.
- 5.7. Secure and maintain appropriate and sufficient indemnification for the Executive, the Executive Director, Association employees and trustees acting on behalf of the Association.
- 5.8. Ensure generally accepted financial practices (GAAP) are being followed.
- 5.9. Ensure adequate internal financial controls exist and are being followed.

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- 5.10. Ensure adequate enterprise risk management practices are being followed.
- 5.11. Ensure all staff and contracted personnel are being paid appropriately and appropriate deductions are being made.
- 5.12. Ensure the Executive is informed regarding litigation launched against the Association, and provide timely updates on ongoing litigation as significant events warrant.
6. Advocacy/External Linkages
  - 6.1. Support effective liaison between SSBA and elected members of the provincial government which results in effective influence of public education policy.
  - 6.2. Foster effective relationships between SSBA and appointed officials of the provincial government which results in effective influence of public education policy.
  - 6.3. Take actions with the provincial government and provincial organizations which facilitate partnerships and the accomplishment of SSBA advocacy positions and interests.
  - 6.4. Ensure SSBA positions are communicated to the provincial government and relevant associations.
7. Values
  - 7.1. Consistently displays the values of:
    - 7.1.1. Honesty – absence of falsehood and complete disclosure.
    - 7.1.2. Loyalty – addresses negatives only with those who can remedy the situation and speaks positively regarding what is laudable about the SSBA.
    - 7.1.3. Growth – both professionally and personally.
    - 7.1.4. Stewardship – utilizes the resources provided by virtue of this position to advance the welfare of the SSBA and not the personal interests of the Executive Director.
8. Other
  - 8.1. Perform other such duties as assigned from time to time by the Executive.

### REFERENCES

Executive Policy 12.1 - Executive Director Evaluation Process, Criteria and Timelines  
Executive Policy 2.0 – Role of the President  
Executive Director Planning for Success Document  
Executive Annual Work Plan