

Executive Director Roles and Delegation of Authority



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Authority	BOARD	Date of Last Review	November 2018

POLICY

The Executive Director shall be head of staff and shall be responsible for the general and active management of the business of the Organization. He/she shall be under the supervision of the Board of Directors and shall perform such duties as prescribed by the Board.

PROCEDURE

- 1.0 Implementation of the Organization's policies and details of operations, programs and practices are delegated to the Executive Director within the following guidelines:
 - 1.1 The Executive Director shall have full authority over and accountability for conduct, performance and treatment of staff within the Board's policies.
 - 1.2 No individual Board Member or Officer has authority over the Executive Director. The Executive Director must comply with requests from the Board of Directors or Executive Committee
 - 1.3 The Executive Committee monitor the Executive Director's performance ensuring that the board as a whole is informed
 - 1.4 The Executive Director may not perform, or allow or cause to be performed, any act which is contrary to explicit Board policies.
- 2.0 Within the Board policies, the Executive Director is authorized to establish all further policies and procedures, make all decisions, take all actions and develop activities as long as they are consistent with any reasonable interpretation of the Board's policies.
- 3.0 The Executive Director may choose from time to time to bring major decisions of an operational nature to the Board for input or decision-making (even if the area has been delegated to him/her) to ensure full Board awareness and support.
- 4.0 The specific duties and responsibilities of the Executive Director are outlined in the Job Description.
- 5.0 The Board shall ensure that the Executive Director has performance evaluations completed, as per the Personnel Policies.
- 6.0 The Board shall ensure that they have a succession plan and recruitment policy in place for the position of Executive Director and that it is reviewed annually at a minimum..