

## Governance Policies and Procedures



<b>Policy Name:</b>	<b>Executive Director Limitations Policy</b>
<b>Policy Number:</b>	007
<b>Policy Type:</b>	Role of the Board
<b>Approval Date:</b>	October 23, 2017
<b>Date for Review:</b>	Every 3 Years

### **INTRODUCTION:**

The CFLA-FCAB Board will appoint an Executive Director position, who shall have general supervision over, and direction of, the operations of the Federation and its employees. Two related Board policies define the authority, scope of action and limitations of the Executive Director person: *Delegation of Authority* and *Executive Director Limitations*.

### **PURPOSE:**

The CFLA-FCAB Board's Delegation of Authority Policy documents the Board of Directors' delegation of authority to the Executive Director for the operation of the CFLA-FCAB. The purpose of the Executive Director Limitations policy is to define the scope of action and parameters within which the Executive Director can operate. Executive Director Limitations are based on Board values, not on the trustworthiness of the incumbent Executive Director.

### **Definitions**

The "Board" refers to the Board of Directors of the CFLA-FCAB.

"Assets" means property assets that include all tangible capital assets, e.g. collections, furniture, equipment, technological infrastructure and electronic assets and financial assets of the CFLA-FCAB Board.

### **Policy Statements**

It is the policy of the CFLA-FCAB that the Executive Director is required to act according to the highest ethical, professional and legal standards, in all respects and at all times.

This policy defines the latitude that the Executive Director may exercise in choosing organizational means and describes those practices, activities, decisions and circumstances that are required or those that would be unacceptable to the Board. The Board will not prescribe organizational means delegated to the Executive Director in the Delegation of Authority Policy. Therefore all means are considered pre-approved by the Board unless explicitly prohibited in this policy.

In accordance with this and the Delegation of Authority Policy, the Board and its members will respect and support the Executive Director's decisions.

The Executive Director shall ensure that:

- the physical and financial assets of the organization are protected, adequately maintained and not risked;
- financial planning and budgeting shall take into account the short and long-term financial health of the organization;
- the financial condition remains sound and in accordance with the Board's policies, generally accepted accounting principles and other established requirements;

- the Board is always informed about all significant matters related to the achievement of the Board's policies and Strategic Plan and any issues arising in a timely, complete and accurate manner;
- there is a succession plan in place to ensure leadership continuity and the effective operation of CFLA-FCAB in the absence of the services of the incumbent Executive Director;
- CFLA-FCAB provides a mutually respectful, safe workplace free of harassment and workplace violence for all employees and volunteers and that he/she not cause or allow conditions that are unfair, undignified or unsafe or in violation of any human rights and employment legislation;
- all matters of employment, compensation and benefits are fair and fiscally responsible and in a manner consistent with CFLA-FCAB's values;
- all interactions with CFLA-FCAB's members and those applying to be members are constructive, respectful and positive and that personal information is protected; and
- CFLA-FCAB's reputation and image are protected with respect to communications, advertising and endorsements.