

Governance Policies and Procedures



Policy Name:	CFLA-FCAB Staff Scope of Responsibilities Policy
Policy Number:	007
Policy Type:	Role of the Board
Approval Date:	June 16 2022
Date for Review:	Every 3 Years

INTRODUCTION:

The CFLA-FCAB Board will at times hire individuals to fulfill the operations of the Federation. The Vice-Chair and Chair will be considered their supervisor unless listed elsewhere in their employment contracts and personnel matters will go to the Executive Committee. The legal responsibility for all matters pertaining to the ownership, operations, policies and practices of the Federation rests with the Board of Directors of the Federation. The Board is responsible for providing diligent oversight to ensure that the organization's financial condition is sound, that it has sufficient resources to accomplish its mission, and that it can effectively carry out its responsibilities as defined in its' Charter and Bylaws.

The CFLA-FCAB Board appoints staff, who shall have general supervision over, and direction of, and the operations of the Federation. The Board is committed to ensuring effective delegation to the CFLA-FCAB Staff to foster consistent good business practices and governance.

Documenting allows the Board to assert appropriate levels of control over the risks associated with its delegation and is an important safeguard for staff. This policy outlines the relationship between the Board and staff.

PURPOSE:

The purpose of this policy is to define the scope of action and parameters within which the CFLA-FCAB staff can operate and how authority can be delegated to them. To document the Board of Directors' delegation of authority to the staff for the operation of the Federation. This policy is intended to support an effective system of administration that satisfies organizational and managerial requirements for sound financial stewardship, accountability and control.

A clear delegation of authority will:

- assign clear authorities and accountabilities, thereby ensuring that decisions made and actions taken are by the appropriate levels;
- create a sound internal control environment;
- facilitate efficient decision making;
- maintain fiscal integrity; and
- ensure that transactions are executed as intended and in accordance with applicable law, regulations, and Federation policy.

Definitions

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

"Staff" or "CFLA-FCAB Staff" refers to those employed by CFLA-FCAB in term, permanent, or contract capacities.

"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.

"Authority" is defined as the power and right of a person to use and allocate the resources efficiently, to take decisions and to give direction so as to achieve the organizational objectives.

Policy Statements

It is the policy of the CFLA-FCAB that all CFLA-FCAB Staff are 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 CFLA-FCAB Staff 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. In the event that staff would like to undertake new practices or change pre-existing practices, they will confirm this with the Chair and Vice-Chair. The Chair and Vice-Chair will determine if the suggestion has significant organizational impact and must be reviewed first by the Executive Committee. The Chair and Vice-Chair should also seek feedback from Board members particularly when the processes impact their area of focus (eg. Asking the Treasurer if changes to fiscal reporting work would be acceptable to them).

CFLA-FCAB Staff 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 CFLA-FCAB staff;
- CFLA-FCAB provides a mutually respectful, safe workplace free of harassment and workplace violence for all employees and volunteers and that they 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.

Delegation of authority:

The Executive Staff is responsible for directing and overseeing the effective management of CFLA-FCAB within the authority delegated to the Staff by the Board and in accordance with Board policy and official decisions made by the board. The Staff will work in accordance with any executive limitations defined in this and other Board policies.

Assigned staff will ensure that Board policies are implemented and monitored. CFLA-FCAB Staff are authorized to review policies and make recommendations to the Board for needed updates and amendments, and to develop new policies for Board approval.

Staff hereby is delegated the authority to: make recommendations to the Executive Committee regarding all operational practices and activities which are within the scope of the Board's mission, vision, policies, budgets, strategic plan. Staff are authorized to recommend to the Executive Committee guidelines, decisions, actions and activities, which are true to the Board's mission, vision and policies.

All staff must not take, allow or approve any action or circumstance in the name of Federation that:

- is in breach of the law,
- is imprudent, i.e. lacking discretion, wisdom, or good judgment,
- which contravenes any organization-specific or commonly held business or professional practices or ethics, or
- is in breach of generally accepted accounting principles.

The Board's only official connection to the CFLA-FCAB staff, its achievement and conduct will be through the Executive Committee. Decisions or instructions of individual board members or committees requesting information or assistance without board authorization that require staff time or resources must be referred to the Executive Committee.

In the event CFLA-FCAB has more than one staff member there will be clear terms put in writing regarding the responsibility for the employment, management and performance evaluation of all Federation employees. The Board and CFLA-FCAB committees will not give instructions or make requests of employees in any matters relating to their work unless delegated to do so.

Temporary delegation of any position's authority is possible in the case of an act of god (eg illness, absence etc.) but must be documented in writing and provided to the Executive Committee for information.