



## POLICY

<b>Policy Area: Human Resources</b>	<b>Subject: Human Resources</b>
<b>Title of Policy: CSBA Executive Director</b>	<b>Policy Number: 4.1</b>
<b>Approved Date: August 11, 2020</b>	
<b>Effective Date: November 24, 2020</b>	<b>Revision Date: May 17, 2021</b>

### 1. Rationale or background to policy:

- 1.1. The Constitution/ByLaws 6.1.1 states that “The (CSBA) Executive Director shall be appointed by the Board of Directors, subject to the terms of employment/contract and exercising such responsibilities as the Board of Directors may determine.”
- 1.2. CSBA recognizes that the strength of any organization lies with the people who are part of the organization.
- 1.3. CSBA strives to be a safe, supportive and welcoming environment.
- 1.4. CSBA is committed to ensuring that the organization supports a positive experience for its Executive Director.

### 2. Policy Statement:

- 2.1. CSBA believes a clear understanding of the roles and expectations of its Executive Director will assist the CSBA Executive Director in performing their duties and responsibilities.

### 3. Roles and Responsibilities:

- 3.1. The Executive Director of the CSBA reports to the President and to the Board of Directors. The CSBA Executive Director acts in a support role to the President, the Vice President and the Board of Directors.
- 3.2. The CSBA Executive Director ensures the sharing of information among members and works with the designated host association to organize an annual national congress and National Trustees Gathering on Indigenous Education.
- 3.3. The CSBA Executive Director is responsible for implementing the decisions of the Board of Directors, implementing and monitoring the strategic plan, and managing the day-to-day affairs and operations of the CSBA.
  - 3.3.1. The CSBA Executive Director will report on progress on the strategic plan at each meeting of the Board of Directors.
- 3.4. The CSBA Executive Director is responsible for promotion and public relations within parameters and budget allocations approved by the Board of Directors.
- 3.5. The responsibilities of the CSBA Executive Director also include, but are not limited to:
  - 3.5.1. Ensure support of and follow-up to priority setting, policy planning and organizational development based on the Strategic Plan approved by the Board of Directors;
  - 3.5.2. Support, implement, and coordinate the activities and policies of the CSBA

- as determined by the Board of Directors and outlined in the strategic plan;
- 3.5.3. Facilitate the sharing, cooperation, and support amongst all members;
  - 3.5.4. Monitor and report on pertinent government and educational organization matters as to how they may affect member associations or the CSBA;
  - 3.5.5. Support the CSBA relationship with the Council of Ministers of Education Canada (CMEC) and any other organization as directed by the Board of Directors;
  - 3.5.6. Produce and disseminate CSBA communications including the management of the CSBA website, and social media;
  - 3.5.7. Manage the overall administration of the CSBA, including policies, procedures and operations, and the national office;
  - 3.5.8. Manage the finances of the association within the approved budget, authorize and ensure that all expenditures are in line with the CSBA expense policy, and facilitate the annual audit;
  - 3.5.9. Manage all physical assets and property of the association;
  - 3.5.10. Ensure that the Board of Directors is fully informed of all operations of the association;
  - 3.5.11. Act as Secretary for the Board of Directors ensuring timely, accurate agendas, minutes, the development of Board packages, and tracking of motions and actions;
  - 3.5.12. Ensure a balance between managing the operations of the CSBA and promotion and public relations, with the financial and management operations of the organization taking precedence over promotion and public relations.
  - 3.5.13. Carry out other tasks and duties as directed by the President and Vice President and the Board of Directors.