



POLICY

Policy Area: Human Resources	Subject: Sub-Contractors
Title of Policy: Sub-contract Services	Policy Number: 4.3
Approved Date: August 11, 2020	
Effective Date: November 24, 2020	Revision Date:

1. Rationale or background to policy:

- 1.1. The CSBA vision is excellence in public education achieved through democratically elected school boards.
- 1.2. The CSBA mission is to support the member school board associations; advocate for the collective interests of the Member Associations and promote the value of democratically elected school boards.
- 1.3. In order to achieve the vision and mission, having the ability to contract support people and/or businesses to supplement the work of the Association is critical.

2. Policy Statement:

- 2.1. The CSBA is governed by the Constitution/ByLaws and policy.
- 2.2. The Strategic Plan provides focus for the ongoing work of the CSBA.
- 2.3. The Board of Directors and/or the CSBA Executive Director are responsible for achieving the goals of the Association.
- 2.4. CSBA believes that with limited staff and resources, it is important to engage others to support the ongoing work of the Association .

3. Procedures:

- 3.1. The CSBA Board of Directors and/or the CSBA Executive Director may choose to contract certain projects and work of the association in order to gather information and/or advice on specific areas or topics, to provide specific skills that are not available within the organization and/or to have work completed in a timely manner.
- 3.2. The CSBA Executive Director will be responsible for seeking out appropriate support and negotiating contracts, while adhering to all policies and maintaining budget restrictions.
- 3.3. Contractors who provide direct service to the Board of Directors shall be approved by the Board.
- 3.4. Contractors who supplement the work of the CSBA Executive Director in meeting the service requirements shall be identified, selected and contracted by the CSBA Executive Director. The CSBA Executive Director is solely accountable for the work of the sub-contractors. The cost of all sub-contractors cannot exceed funds approved by the Board of Directors for such purposes.

- 3.5. All contractors will be required to maintain confidentiality regarding the work of the CSBA and to adhere to all relevant policies.
- 3.6. The CSBA Executive Director will be charged to monitor the work and performance of all sub-contractors. Should there be an ongoing issue, the CSBA Executive Director will notify the Board of Directors and if necessary end the contract.