

SECTION 2: GOVERNANCE & BY-LAWS



2.4 The Executive Director

1. INTRODUCTION

- 1.1. The Executive Director manages all aspects of the organisation on a day to day basis as delegated by the Governing Board.
- 1.2. This policy sets out the rules, procedures, and responsibilities of the Executive Director.

2. THE EXECUTIVE DIRECTOR

- 2.1. The Executive Director provides the liaison between the governance and management responsibilities within the organisation.
- 2.2. The Executive Director will have no authority that does not come from the Governing Board.
- 2.3. The Executive Director will attend all meetings of the Governing Board with speaking rights (but is not a Member of the Governing Board) and serves as an ex-officio member of Committees, Councils, Regions and other bodies as specified in the bylaws. He/she may not vote on any matter.

3. APPOINTMENT AND ACCOUNTABILITY

- 3.1. The Executive Director will be appointed by the Governing Board following an open recruitment process that takes account of local employment laws and best practice.
- 3.2. The Executive Director is accountable to the Governing Board through the Secretary General.

4. GENERAL RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

- 4.1. The Executive Director will lead the Management Team, overseeing the affairs of the organisation on a day to day basis. He/she has the authority to recruit, manage and dismiss staff members, to define and direct work programmes in order for successful delivery of the strategic plan, and for day to day management and application of the annual budget.
- 4.2. He/she will be responsible for all decisions of the Management Team.
- 4.3. The Executive Director will keep the Governing Board informed of all matters relating to the operation of the organisation

5. SPECIFIC RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

- 5.1. The Executive Director shall not cause or allow any practice, activity, decision or organisational circumstance that is unlawful, imprudent, or in violation of generally accepted business and professional ethics or generally accepted accounting principles. This might include, but is not limited to:
 - 5.1.1. Shall ensure the Governing Board is informed and supported in its work. The Executive Director shall submit the information required for the Governing Board to monitor compliance with the policies it has established. In particular, the Executive Director will advise the Governing Board of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, significant issues with business partners or key management personnel.

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- 5.1.2. With respect to the treatment of employees, volunteers or postholders, the Executive Director may not cause or allow conditions that are unsafe, unfair, or undignified;
 - 5.1.3. With respect to employment, compensation, and benefits of employees, volunteers or postholders, consultants and contract workers, the Executive Director shall protect the short-term and long-term financial position of the organisation. The Executive Director shall inform the Finance Committee of risks associated with any obligations over a longer term than revenues can be safely projected.
- 5.2. The Executive Director will be responsible for the annual appraisal/performance review of the Management Team and for defining the terms of employment.