



boabc

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TITLE: CEO DUTIES AND RESPONSIBILITIES

2.10

DATE APPROVED: January 2018

DATE AMENDED: January 2020

SIGNED: Franky Victor (Secretary)

Signed: Trevor Welsh (Secretary)

POLICY:

The BOABC (the “Association”) endorses the ‘CEO – One Employee of Executive Committee’ model of Corporate structure. This model identifies the CEO as the Executive Committee’s only employee; all other Association employees report (directly or indirectly) to the CEO rather than to the Executive Committee. The CEO is the link between policy makers (Executive Committee) and policy implementers (staff).

The Chief Executive Officer (CEO) is the Executive Committee’s chief policy advisor. The CEO is responsible for providing the Executive Committee with background information to make policy decisions, and for ensuring that administration carries out the policies in a neutral and efficient manner.

The CEO as a policy advisor is accountable to the Executive Committee in the following roles:

Assistance in direction setting – provides counsel with background information on actions and decisions of previous Executive Committees; the role of planning in the budget process; the impact of work plans on administration; project commitments by past or current Executive Committees; consultation and engagement on corporate priorities.

Fiscal Management – ensures the Association’s finances are managed; provide ongoing advice to Executive Committee.

Leadership – fosters positive administrative leadership to instill exceptional work ethics in all employees; mentoring of management skills; encourages new techniques and ideas for maximum efficiencies and unnecessary duplication; directing/selecting positions within the association; guides the vision and performance of the association.

Relationship building with Executive Committee – ensures that the Executive Committee has full access to information and advice to support their governance functions; strong mandate for Executive Committee that focuses on Executive Committee direction; ensures that the enactment of bylaws, Executive Committee policies and directives are properly carried out by staff.

Quality Reports to Executive Committee – provides quality reports that include comprehensive and will written background information, research data, jurisdictional, and budget implications that ensure the issue is addressed completely and fairly, and supported with an appropriate recommendation.

The CEO shall be responsible for the following powers, duties and functions:

CEO functions:

- a) overall management of the operations of the Association;

- b) ensuring the policies, programs and other directions of the Executive Committee are implemented;
- c) advising and informing the Executive Committee on the operation and affairs of the Association;

Human Resources

- d) hire, appoint, promote, supervise, discipline and dismiss all employees of the Association;
- e) inform the Executive Committee within 1 business day after the demotion and termination of staff of the Association;
- f) recommend contract settlements to Executive Committee;

General Administration

- g) supervise the operations of the Association;
- h) supervise implementation of Executive Committee directives;
- i) act as the principal intermediary between the Association and the administration of government entities dealing with the Association;
- j) from time to time, reorganize the administrative structure to improve the efficient and effective operation of the Association subject to overall budget availability;

Legal Advice and Proceedings

- k) obtain legal advice where necessary and advise and keep informed the President of all legal matters and proceedings;
- l) authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the Association;
- m) recommend to Executive Committee settlement of claims against the Association;

Executive Committee

- n) preparation of Executive Committee agendas;
- o) have the right to participate in all meetings of Executive Committee, committees of Executive Committee and other entities created by Executive Committee;
- p) provide advice and recommendations to Executive Committee on any matter within Executive Committee's jurisdiction;
- q) report to Executive Committee on any matter of importance to the Association;

Contracts and Agreements

- r) provide copies of executed contracts and agreements to relevant Vice President and to the President;
- s) authorize the use of budgeted purchase or sale of Association equipment, and services and authorize the awarding of contracting for budgeted items value up to 1% of the Associations total budget;
- t) supervise and execute contracts for the supply of goods or services authorized by the Executive Committee through bylaw, resolution, or approved budget;

- u) execute on the behalf of the Association any contract or agreement authorized by the Executive Committee through bylaw, resolution or approved budget.

Additional Powers, Duties and Responsibilities

- v) exercise whatever additional powers and discharge whatever additional duties and responsibilities the Executive Committee may assign from time to time.

POLICY OBJECTIVE:

To outline the duties and responsibilities of the CEO and to establish a 'CEO – One Employee of Executive Committee' policy

POLICY JUSTIFICATION:

The Chief Executive Officer is the link between the Executive Committee and Association employees. All Executive Committee directives, correspondence and requests for information on behalf of the Association will be channeled through the CEO who will forward to the appropriate staff and ensure follow-up actions. All submissions to Executive Committee, including staff reports, requests, and correspondence will be channeled through the CEO. Significant information provided to any member of the Executive Committee, which is likely to be used in Executive Committee meetings or in debate, will also be submitted to the CEO who will ensure that all Executive Committee members are provided the information.