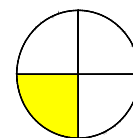


## Board of Directors Policy



**Policy Type:** Board – Executive Director Relationship

**Policy #:** BEDR5

**Policy Name:** Executive Director Job Description

**Page #:** 1 of 1

**Creation Date:** December 3, 1993

**Effective Date:** February 24, 2014

**Monitoring:** October

As the Board's single official link to the operating organization, the Executive Director is accountable for all organizational performance and exercises all authority transmitted into the organization by the Board. Executive Director performance will be considered to be synonymous with organizational performance as a total.

The Executive Director will have demonstrated leadership, communication, and organizational skills. Demonstrated skills in strategic planning and program evaluation are essential. Other essential elements of this position include knowledge and demonstrated experience in labour management; program development, implementation and evaluation; negotiation, conflict resolution and problem solving. The ability to work effectively with government funders, other service providers and a volunteer Board of Directors is required. A professional degree at a Masters level in one of the Human Services fields with a minimum of five years extensive experience at a senior management level in a not-for-profit charitable organization is preferable.

Consequently, the Executive Director's job contributions can be stated as performance in only two areas:

1. Organizational accomplishment of the provisions of Board policies on Ends Statement.
2. Organizational operation within the boundaries of prudence and ethics established in Board policies on Executive Limitations.