

Policy Title:

**BOARD AND EXECUTIVE DIRECTOR  
RELATIONSHIP**

Intent of Policy:

To ensure clarity about the responsibilities of, and the relationship between, the Board and the Executive Director.

Policy:

The Board is responsible for recruiting, selecting, and negotiating an employment agreement with the Executive Director for the management and administration of SVDP operations. The Executive Director is responsible, within parameters established by the Board, for determining the methods to carry out the Board's decisions and policies and to achieve stated outcomes.

The Executive Director is the sole employee reporting to the Board of Directors. The Board is responsible for regular monitoring and evaluation of the performance of the Executive Director, including all annual evaluation that provides an overall assessment of performance of the Executive Director.

Procedure:

1. Recruitment, selection, and appointment of an Executive Director are, along with performance monitoring, among the most important responsibilities of the Board. Appointment of an Executive Director requires the approval of the Board of Directors as a whole.
2. The Executive Director is required to implement policies as determined by the Board and consistent with the requirements of applicable legislation or regulations. Specific responsibilities are described in the policies related to role and duties of the Board, the Board's delegation of authority, the roles of the President and other Officers and Directors, and in the job description of the Executive Director
3. The President leads the annual evaluation of the Executive Director. The evaluation is based on the following:
  - ❖ Executive Director's Job Description;
  - ❖ Annual performance objectives negotiated with the Board;

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(Continued)

- ❖ Organizational operation within the boundaries established in Board policies;
  - ❖ Quality of relationship with staff, consumers, families; and
  - ❖ Quality of relationship with community stakeholders.
4. The evaluation includes identification of performance objectives and professional development goals for the following year.
5. In the event that the Executive Director's performance is deficient or there is loss of confidence in the incumbent, the Board, as a whole, is responsible for ensuring, as amicably as possible, a termination of the relationship. Dismissal of the Executive Director requires the approval of the full Board.
6. The Board provides support for the Executive Director through the Board Executive.

References:

- ❖ Board Roles and Duties Policy (Section 3)
- ❖ Executive Committee Policy and Terms of Reference (Section 3)
- ❖ Delegation of Authority Policy (Section 3)
- ❖ Executive Director job description
- ❖ Performance Evaluation Process
- ❖ Executive Director Role

Audit:

- ❖ Information Sheet on Relationship Between Board and Executive Director (Section 6)
- ❖ *CARF Accreditation Standards – Leadership*
- ❖ Executive Director Report
- ❖ Board Committee Report
- ❖ Financial Report