

# *Regional Service Commission 11*

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## Policy Gov – 04

### Executive Director's Responsibilities to the Board

With respect to providing information and counsel to the Board, it is the responsibility of the Executive Director to:

- Ensure that the information provided is relevant to strategic objectives of the organization;
- Ensure that the board is aware of relevant trends in the community which affect the assumptions upon which the strategic objectives of the Commission have been founded;
- Advise the board if, in his or her opinion, it is not in compliance with its own policies, roles and responsibilities, especially when the board's behaviour may be detrimental to the relationship between the board and the executive director;
- Bring together a diversity of points of view and opinions needed for informed board choices;
- Inform the board of any external complaints or adverse media coverage which may affect the reputation of the organization;
- Inform the board of any internal complaints, grievances or other conflicts which may impact on the organization's performance;
- Deal with the board as a whole except when responding to officers or board committees with specific responsibilities;
- Provide information relevant to the creation and review of board policies (board level operational policies);
- Report in a timely matter any actual or anticipated noncompliance with any policy of the board.

Date Approved: September 2, 2014

Chair: \_\_\_\_\_

Executive Director: \_\_\_\_\_