

POLICY ON ROLE OF EXECUTIVE DIRECTOR

POLICY: GV-05
GOVERNANCE

Reviewed	Students' Council	December 2021
Approved	Students' Council	January 2022

POLICY INTENT

This policy defines duties, responsibilities, and compensation of the Executive Director (ED) of Students' Association of Bow Valley College.

CONTEXT

As per Students' Association of Bow Valley College Bylaws, SABVC shall employ an Executive Director.

RESPONSIBILITIES

1. Not undertake any activity that is deemed imprudent, illegal, or unethical.
2. Administer the Students' Association business operations and functions in alignment with the vision, mission, goals and strategies approved by Council.
3. Create and maintain strategic alliances with Bow Valley College by developing and maintaining relationships with college policy leaders and students.
4. Assist the Executive Committee in carrying out of duties.
5. Cultivate relationships with current and potential vendors to align product and service delivery with institutional values.
6. Assist the Executive Committee and internal Students' Association committees with the selection of vendors and the request for proposal process, such as with the student health and dental plan.
7. Attend Council, Executive Committee, internal Students' Association committees, and various College meetings as requested by Council and/or the Executive Committee, always as an Ex Officio.
8. Be one of the signing authorities of SABVC, with all bank accounts of the Students' Association requiring the signature of the Executive Director.

POLICY ON ROLE OF EXECUTIVE DIRECTOR

9. Be responsible for hiring any providers SABVC might need, such as but not limited to:
 - (i) Chief Returning Officer (CRO) for each SABVC election and appeal process, and secure service provider for online voting;
 - (ii) Marketing services;
 - (iii) Bank accounts;
 - (iv) Audit firms;
 - (v) Legal assistance / lawyers.

10. Be responsible for the management of the employees of SABVC and all related personnel matters including:
 - (i) the hiring, motivating, recognizing, disciplining, and dismissing of SABVC staff, within certain parameters and policies as approved by Council;
 - (ii) drafting and interpreting personnel policies governing the employment of SABVC personnel;
 - (iii) reviewing benefits or remuneration for SABVC personnel;
 - (iv) negotiating the terms and conditions of employment for all personnel of SABVC; and
 - (v) oversee the completion of timesheets, payroll processing, accounts payable and receivable documentation for processing.

11. Delegate temporary authority to another staff person in the event of the Executive Director's absence from the office.
 - (i) In an event where the Executive Director is not able to communicate or delegate temporary authority, SABVC staff members will appoint a staff member to be the acting Executive Director.

12. Ensure that all Resolutions of Students' Council are implemented.

13. Work in conjunction with Executives to ensure effective transitions between outgoing and incoming Executive Committees and Councils.

14. Inform and advise Council on legal matters, and to seek legal advice should the need arise.

15. Monitor the operations of all assets and business activities of SABVC.

POLICY ON ROLE OF EXECUTIVE DIRECTOR

16. Identify contractual, partnership, and shared service opportunities, with an emphasis on continuous process improvement to optimize spending and enhance service delivery to Bow Valley College and community.
17. In conjunction with the Controller, supervise the annual auditing process.
18. Engage stakeholders from the executive-level, student affairs, enrolment management, academic affairs, financial services, student body and community to develop customer-centered plans, procedures, and policies.
19. Participate in the review and development of all policies and Bylaws of SABVC, providing guidance and support to the Executive Committee, Council, and staff in policy and procedure development and implementation.
20. Perform all the duties and responsibilities and provisions detailed in the Executive Director's contract with the Students' Association of Bow Valley College.
21. Provide assistance and guidance in the development of short and long-range plans of SABVC.
22. Delegate any of their responsibilities to the Executives or to other staff in an effort to achieve efficiency regarding the affairs of SABVC, provided however that the Executive Director remains responsible to ensure any such delegated responsibility is fulfilled.
23. Report, in writing, to the Executive Committee on an as required basis with regard to their activities and job responsibilities.
24. Provide:
 - (i) monthly reports;
 - (ii) conference reports every time they attend to.
25. Manage SABVC elections, referendums, and meetings of members to ensure the process is aligned with SABVC Bylaws and related policies.
26. Perform all other duties as requested by Executive Committee and Council.

COMPENSATION

27. For adequate fulfilment of their individual responsibilities outlined in this Policy, Executive Director will receive compensation according to the Executive Director hiring contract.

POLICY ON ROLE OF EXECUTIVE DIRECTOR

28. The Executive Director is considered a full-time position of the Students' Association of Bow Valley College; therefore, all HR policies apply to the employee holding this position.
29. As a full-time staff member, the Executive Director shall receive a performance review annually. This review is part of their compensation assessment process.
- (i) The ED's performance review must comply with the SABVC Performance Review Policy.
 - (ii) The ED's compensation assessment process shall occur every second year or earlier, if the Students' Council determines it is important to assess the ED's salary before two years are completed.

RELATED POLICIES

GV-01 Policy on the Role of Students' Council

GV-02 Policy on the Role of Executive Committee

GV-03 Policy on the Role of Chair

GV-04 Policy on the Role of Board of Governors Representative

HR Policies