

Policy Type: **GOVERNANCE PROCESS**



Policy Title: **BOARD STAFF**

For the purposes of assisting the Board to carry out its work, the Board shall engage Board staff consisting of an Executive Director and others as required.

The Executive Director will report directly to, and receive direction from, the Chair of the Board. Other Board staff shall report to and take direction from the Executive Director.

The Executive Director is authorized and has direct responsibility to provide the Board with all administrative and support functions necessary to ensure the Board can attend to its governance work effectively and efficiently.

Without limiting the foregoing the Executive Director shall not:

1. Allow for meetings to be unsupported;
2. Fail to advise the Board regarding its decision processes and outcomes;
3. Fail to provide for financial planning, operations and reporting of the Board's governance budget;
4. Fail to manage the Unclaimed Money and Property Fund, including banking and authorizing disbursements of not more than \$5000 or one donation per charity per year while maintaining a minimum fund balance of \$10,000;
5. Fail to coordinate Board member training;
6. Allow the Board to lack representation with the Ontario Association of Police Services Boards (OAPSB) and the Canadian Association of Police Boards (CAPB), and at local events;
7. Fail to manage Board staff performance; and
8. Fail to provide semi-annual monitoring reports regarding this policy.