



## Landscape of Grand Pré Inc. – Le Paysage de Grand-Pré inc.

### Executive Director Policy

Policy Sponsor:	Governance and Nominating Committee
Policy Contact:	Executive Director
Effective Date:	2020-04-16
Approval:	Board of Directors; <u>Resolution 20BOD.April.16.003</u>
Approval Date:	2020-04-16
Review Date:	Every 3 years or as needed

1. Landscape of Grand Pré Inc. (LGPI) will employ an Executive Director.
2. The Executive Director manages all operations and administrative affairs of LGPI.
3. The Executive Director is responsible to the Board for the proper administration of all the affairs of LGPI in accordance with the policies and plans approved and established by the Board.
4. The Executive Director's primary contact between Board meetings is the Board Chair.
5. The Board shall, except for obtaining or providing information, deal with the administrative and financial support services of LGPI solely through the Executive Director. No director shall give instructions, either publicly or privately, to any employee or contractor of LGPI.
6. The Board, during meetings or through the Chair, shall provide direction on the administration, plans, policies and programs of LGPI to the Executive Director.
7. The Executive Director shall:
  - (a) report regularly to the Board on policy issues and relevant information and shall advise the Board regularly about progress regarding the implementation of the Strategic Plan approved by the Board;
  - (b) prepare an annual workplan in consultation with the Chair of the Board and report regularly to the Board on its implementation;

- (c) administer the day to day business affairs of LGPI in accordance with the policies and plans approved by the Board, including its Code of Conduct and Communication Policy;
- (d) co-ordinate and direct the preparation of proposals, plans and programs to be submitted to the Board;
- (e) ensure that the annual budget is prepared and submitted to the Finance and Audit Committee for its recommendation to the Board for approval;
- (f) be responsible for the administration, accountability and control of the budget adopted by the Board;
- (g) present to the Board for its consideration, recommendations from the committees established by the Board;
- (h) regularly consult and engage member organizations of LGPI, for discussion and input on matters regarding the protection, preservation and promotion of the Landscape of Grand Pré World Heritage Site;
- (i) make written recommendations to the Board, when the Executive Director or the Board deems it necessary, with respect to a chosen topic;
- (j) review LGPI's administrative organization structure and operations regularly and recommend any changes that would, in the opinion of the Executive Director, improve the effectiveness or efficiency of the internal operations;
- (k) recommend to the Board the appointment, employment, suspension or dismissal of employees and contractors of LGPI;
- (l) appoint, employ, suspend, or dismiss employees in accordance with procedures laid down in LGPI's Human Resources Policies;
- (m) subject to policies adopted by the Board, make or authorize the making of expenditures for the purchase of equipment, supplies or other items required for carrying on the business of LGPI, and enter into contracts therefore on behalf of the Board where the amount of such expenditure does not exceed that which is authorized in the approved LGPI Procurement and Financial Management Policy;
- (n) submit a recommendation to the Board respecting any proposed expenditure, for any purpose, in excess of the amounts authorized in the approved LGPI Procurement and Financial Management Policy, however, notwithstanding the above, with the approval of the Chair the Executive Director is empowered to make emergency expenditures in excess of amounts authorized in the approved LGPI Procurement and Financial Management Policy and must immediately report the expenditure to the Board for ratification at its next meeting;

(o) supervise the performance of all contracts or agreements entered into by LGPI and ensure that all the conditions relating thereto have been fulfilled in accordance with the provisions of such contracts or agreements and regularly report to the Board respecting such contracts;

(p) obtain information regarding all federal, provincial or municipal government policies or regulations which could affect the interests of the LGPI and report to the Board regarding same when, in the opinion of the Executive Director or the Board, such reports are deemed necessary; and

(q) carry out such additional duties and exercise such additional responsibilities as the Board may assign.

#### 8. Absence of the Executive Director:

(a) In the event of the temporary absence or disability of the Executive Director the Chair or the Board may appoint a person to perform the duties of the Executive Director until the Executive Director returns.

(b) If the Executive Director resigns unexpectedly, the Chair or the Board will appoint someone in the interim to take over the responsibilities of the Executive Director or take the necessary staffing action.

9. The Executive Director, to assist in performing the duties of that office, may use the services of contractors as required.

10. The Executive Director may attend all meetings of the Board and committees of the Board and make observations and suggestions on any subject under discussion.