



POLICY 2.10

GOVERNANCE

Executive Director

POLICY INTENT

While Council directs and establishes priorities for the organization, the Executive Director administers the activities of the organization in meeting those directions and priorities. This policy provides further definition of the responsibilities and powers of the Executive Director to ensure that the organization functions smoothly over many years and Council transitions

POLICY RESPONSIBILITY

Council

POLICY

- 2.10.01 The Executive Director is an ex-officio member of AUSU Executive Council with the following abilities and responsibilities:
- to call emergency meetings of the Executive Council if required,
 - to attend all meetings of the Executive Council,
 - to put forward motions and recommendations for the Executive Council to debate and vote upon, and
 - to serve as the Executive Council in the event that no Councillor is able or willing to assume an Executive role.
- 2.10.02 The Executive Director is an ex-officio member of all AUSU subcommittees with all the powers and privileges thereof, this clause taking precedence over any terms of reference held by a sub-committee.
- 2.10.03 The Executive Director is not a member of AUSU Council, as per the AUSU Bylaws defining Council Membership, and thus does not count toward quorum or voting. However, AUSU Council grants the Executive Director the power to create or second motions for AUSU Council debate, as well as to call emergency meetings of AUSU Council if so required.

Programs & Services

- 2.10.04 The Executive Director is responsible for ensuring that all programs and services of AUSU are operating in an effective and efficient manner, and to inform Council regularly of any problems or difficulties within individual programs or services offered by AUSU.
- 2.10.05 The Executive Director has the responsibilities and powers outlines elsewhere in AUSU policy, and may choose to delegate any of the duties of these powers to other staff members of the organization.

- 2.10.06 The Executive Director is responsible for ensuring AUSU staffing is within budgetary restrictions sufficient to complete the goals and priorities of Council.

Requirements

- 2.10.07 The Executive Director is responsible for reporting regularly to Council about the current status of AUSU, including any changes in staffing, or noticeable trends of requests from the membership, and any other questions Council may have about the operations of the organization.
- 2.10.08 To create appropriate training manuals for the position and any other staff positions to ensure continuous effective operation of the organization.
- 2.10.09 To ensure that all private information is both secure yet available to those who have authorization, and that privacy legislation is observed.

Resignation or Termination

- 2.10.10 In the event of the resignation or termination of the Executive Director, the President of AUSU shall undertake all the powers and responsibilities of the Executive Director, with the first priority being to begin the hiring process to find a new Executive Director of sufficient ability to adequately run the operations of AUSU.
- 2.10.11 Termination of the Executive Director requires Council approval following the recommendation of the Executive Council.

Hiring

- 2.10.12 In addition to all processes outlined in other policies, Council must approve the Executive Council's recommendation for an Executive Director to be hired.

POLICY HISTORY

Original Approval Date: January 28, 2008

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Mandatory review by date: March 12, 2012