



POLICY 2.10
COUNCIL GOVERNANCE

Executive Director

POLICY INTENT

This policy outlines the roles and responsibilities of the Executive Director in addition to outlining the hiring procedure in the event of a resignation or termination.

POLICY

Roles

- 2.10.01 While Council establishes the organizational priorities and strategy, the Executive Director manages the operations of the organization to achieve what council has established.
- 2.10.02 The Executive Director is an ex-officio non-voting member of all AUSU Committees, including the Executive Committee.
- 2.10.03 The Executive Director is not a member of AUSU Council, however, has the authority to make motions, chair meetings, or call emergency meetings of Council, if required.
- 2.10.04 The Executive Director shall act as the editor-in-chief of *The Voice Magazine*.

Responsibilities

- 2.10.05 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.
- 2.10.06 The Executive Director is responsible for reporting regularly to Council and the Executive Committee 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.
- 2.10.07 The Executive Director is responsible for ensuring AUSU staffing is within budgetary restrictions and sufficient to complete the goals and priorities of Council.
- 2.10.08 The Executive Director is responsible for creating and maintaining appropriate training manuals for the position and any other staff positions to ensure continuous effective operation of the organization.

- 2.10.09 The Executive Director is responsible for ensuring that all private information is both secure, yet available to those who have authorization, and that privacy legislation is observed.
- 2.10.10 The Executive Director is responsible for managing the organization's finances in conjunction with the VP Finance and Administration. This includes, but is not limited to, managing expenditures, cash flow, accounting records, and drafting the annual budget.
- 2.10.11 The Executive Director is responsible to act as the steward of the AUSU policy manual and an advisor for council to assist in governance, policy, and procedural matters.
- 2.10.12 The Executive Director, as editor in chief of *The Voice Magazine*, is responsible for the overall production of the magazine and is responsible to work closely with the editor to ensure deadlines are met.
- 2.10.13 The Executive Director may, as needed, delegate any part of their responsibilities or duties to other members of AUSU Staff.
- 2.10.14 The Executive Director may, as needed, delegate any part of their responsibilities or duties to a member of Council, as agreed on by AUSU's Executive Committee.
- 2.10.15 The Executive Director is responsible for all other aspects as outlined in their employment agreement.

Resignation or Termination

- 2.10.16 In the event of the resignation or termination of the Executive Director, the President of AUSU shall become the interim Executive Director and shall undertake all the authority and responsibilities of the Executive Director.
- 2.10.17 At the Executive Committee's request, Council may consider delegating this responsibility to a Vice-President, in which case the term Vice-President will replace President in the remainder of this policy.
- 2.10.18 Formal discipline or termination of the Executive Director requires Council approval following professional consultation with the AUSU HR partner and based on the formal recommendation of the Executive Councillors.

Interim Executive Director

- 2.10.19 The interim Executive Director shall be compensated at the hourly rate of the AUSU President honorarium, however, their weekly hour requirement will be increased to 40 hours per week to accommodate the increased workload.
- 2.10.20 The interim Executive Director shall not receive any other benefits associated with the position of Executive Director and shall continue to receive any benefits associated with the position of President.
- 2.10.21 The interim Executive Director shall hold this position for no longer than 90 days.

- 2.10.22 If a new Executive Director is not in place within 90 days, a motion of Council is required to approve an extension of the interim Executive Director.
- 2.10.23 Council may not approve more than two 30-day extensions.
- 2.10.24 If a new Executive Director is not in place when the extensions have expired, the President will be considered in breach of policy and be subject to discipline under Policy 2.04 Discipline.

Hiring

- 2.10.25 The hiring process to permanently fill the Executive Director vacancy shall begin within seven days of the Executive Director giving notice of leaving, or of the position becoming vacant in the case of termination.
- 2.10.26 Weekly updates on the hiring process shall be provided to Council by email.
- 2.10.27 Hiring will take place in accordance with Policy 5.02 Staff Hiring and Policy 5.05 Staff Management.
- 2.10.28 Hiring of an executive director shall be recommended by the Executive Committee and be approved by Council.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References

Policy 2.04 Discipline
Policy 5.02 Staff Hiring
Policy 5.03 Staff Management

This Policy is Referenced by

None

POLICY RESPONSIBILITY

Council

POLICY HISTORY

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