

Operations

Program Development

GFOA Alberta – Policy Manual

Policy Type: Board of Directors	Number: 3.1
Policy Name: Program Development	Original Effective Date: May 6, 2020 Date of Last Amendment:
<p>This policy is intended to guide the “Operational” aspect of the Association and lies within the realm of the Executive Director to implement; however, the Board of Directors (Board) sets this policy for Administration.</p> <p>Task Force Authority</p> <ul style="list-style-type: none"> • Task Forces will report to the Executive Director • Task Forces will complete Meeting Notes (which include recommendations) as soon as possible and share them with the Board once approved. • The Executive Director represents the Task Forces’ recommendations and brings Board decisions back to the Task Forces. • The Executive Director accountability is to the Board • The Executive Director will be responsible/accountable for Task Forces. <ul style="list-style-type: none"> • Task Forces will have clear delegated authority/budget to operate within and make decisions • Engagement activities will be entrenched in the Policies of the Association and Terms of Reference for Task Forces. • Task Force Chairs are invited to attend the Fall in-person Board meeting. • The Executive Director performance review will include input from the Task Force Chairs. • The Board will receive Scorecards from each Task Force, as updated. <p>Program Planning within Board and Task Forces</p> <ul style="list-style-type: none"> • Program planning is to be done within the guiding principles of the Association, the goals and the Strategic Plan of the Association (the Board will set those). • Business Plans will be set by each Task Force at the onset of the year with those guiding documents in mind and will be submitted to the Board for approval. • Task Forces will submit budget requests to the Board in a timely matter to ensure adequate resources are available to carry out their Business Plans. • The Executive Director is responsible to ensure that Business Plans of each Task Force are reviewed annually. <p>Legislative Requirements</p> <p>All legislative requirements with respect to the Association Bylaws, Employment, Contract and other applicable laws are required.</p>	