

Personnel

Administration

GFOA Alberta – Policy Manual

Policy Type:
Personnel

Number: 3.2.1

Policy Name:
Administration

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Date of Last Amendment:

GFOA Board of Directors:

The Board of Directors (Board) has many legal and fiduciary responsibilities. The Board must know and understand all applicable provincial, federal and local laws that pertain to the Association. The Board provides legal oversight in all areas and relays pertinent legal information to Administration, as needed.

The Board ensures that the operations of the Association are aligned with the mission, vision and values of GFOA Alberta. The Board's governance duties include appropriate oversight over the Executive Director and the management of the Association's activities.

The Board must make sure that the Executive Director is running the Association well and within the purpose and mission of the Association. The Board has the right and responsibility to remove an Executive Director.

As part of their oversight duties, the Board is responsible for creating and approving an annual budget and making sure that the Executive Director has the financial resources to further the Association's mission.

Executive Director Support to the Board:

The Executive Director is a contract employee who provides overall management and administration of GFOA Alberta including implementation of Board policies, bylaws, and directives, according to the approved job description.

The Executive Director manages all of the day-to-day responsibilities of the Association, including managing Administration and volunteers. Working with Administration, the Executive Director develops policies to inform the various programs as they work toward fulfilling the Association's purpose.

The Executive Director will:

- actively participate in Board recruitment,
- actively lead Board orientation and education,
- give information for decision-making,
- organize work processes and structures,
- clarify Board roles and responsibilities, and
- provide methods for Board to monitor and evaluate themselves

Board Support to the Executive Director:

The Board, through the president will provide guidance and support to the Executive Director while monitoring and ensuring a positive work environment for the Executive Director which includes:

- Encouraging appropriate professional leave;
- Giving direction and clarity when requested or appropriate;
- Encourage a relationship built on trust and mutual respect;
- Provide connections to the municipalities and potential sponsors.

Board discussions about current and potential new programs will focus on whether a program is relevant to the mission. Board meetings are time-efficient, with few or no last-minute additions to the agenda. The Board will speak as "one voice" once a decision has been made at the Board meeting. Individual Board members give no negative "sidebars". No "Board meeting after the Board meeting" occurs.

Executive Administrator:

The Executive Administrator is a contract employee who provides administrative and bookkeeping support to GFOA Alberta.

Recruitment and Selection:

Once the Board has authorized the position, the Executive Director has the authority to hire all personnel into regular full-time, regular part-time and temporary positions. The Executive Director has the authority to promote or reassign a regular fulltime to fill a full-time position vacancy and to promote or reassign a regular part-time employee to fill a regular part-time position vacancy. The Executive Director has the authority to approve recruitment for positions that have been authorized by the Board and designates the appropriate manager or staff member to conduct the recruitment.

Salary:

The board of directors will be responsible for conducting periodic compensation surveys.