



**Policy Section 3: BOARD – EXECUTIVE DIRECTOR –
EMPLOYEE RELATIONS**

Policy # 3.1

**Policy Title: Board of Directors – Executive Director
Relationship**

Date of Origin: September 2005

1. Purpose:

To define the relationship between The Flower Cart Group Board of Directors and the Executive Director.

2. Definitions:

3. Detailed Policy Statement:

The Executive Director is the sole employee of The Flower Cart Group’s Board of Directors and as such, is accountable to the Board for his/her performance. While the Board and Executive Director work collaboratively towards furthering the mission, vision and strategic objectives of The Flower Cart Group, their respective roles differ.

4. Implementation:

- 4.1 The Board is responsible for hiring the Executive Director, annually evaluating his/her performance and ensuring an annual salary and benefits review is carried out. The Board is also responsible for terminating the Executive Director, if necessary.
- 4.2 The Board is responsible to maintain a current job description for the ED position.
- 4.3 The Board as a whole rather than individual Directors, Officers or Committees, is responsible for providing direction to the ED.
- 4.4 The Chairperson, as representative of the Board, exercises the role of oversight in the day-to-day performance of the ED. At times this authority may be delegated to another Board member.
- 4.5 The Board will provide the necessary direction, support and resources to the Executive Director to allow him/her to carry out assigned duties including the creation of an annual operational plan.
- 4.6 The Board delegates responsibility for Flower Cart Group operations to the ED.
- 4.7 The Board and ED jointly maintain open and transparent lines of communication.
- 4.8 The ED attends all Board meetings but in a non-voting capacity. Moreover, the ED is a de-facto, non-voting member of all Board Committees.
- 4.9 The ED provides the Board with regular reports on Flower Cart Group operational and financial matters.
- 4.10 The Board provides prompt and active council to the ED, as required.

4.11 The Board provides clear performance expectations to the ED.

5. Applicability: Board of Directors and Executive Director

6. Policy Authority: Board of Directors

7. Related Policies, Procedures and Documents:

7.1 Executive Director Job Description

7.2 Policy 2.1 – General Duties of the Board of Directors

7.3 Executive Director Evaluation Procedures

7.4 Executive Director Hiring and Termination Policies

7.5 Board Procedure G – Executive Director Hiring Procedure

8. Record of Amendments:

<u>Revision #</u>	<u>Summary of Revision</u>	<u>Date Approved</u>
1.		September 2011
2.	Reformat and Update	February 2017