



Policy Section 3: BOARD – EXECUTIVE DIRECTOR – EMPLOYEE RELATIONS

Policy: Board of Directors – Executive Director Relationship

Policy # 3.1

Approval: 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