



Policy Section 3: BOARD – EXECUTIVE DIRECTOR – EMPLOYEE RELATIONS

Policy #: 3.1

Policy: Board of Directors – Executive Director Relationship

Revision: Rev 3

Approval: July 07, 2021

1. Purpose:

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

2. Definitions:

3. Detailed Policy Statement:

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

4. Implementation:

- 4.1 The Board is responsible for hiring the Executive Director, annually evaluating their 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 Executive Director position.
- 4.3 The Board as a whole rather than individual Directors, Officers or Committees, is responsible for providing direction to the Executive Director.
- 4.4 The Chairperson, as representative of the Board, exercises the role of oversight in the day-to-day performance of the Executive Director. At times, this authority may be delegated to another Director.

- 4.5 The Board will provide the necessary direction, support, and resources to the Executive Director to allow them to carry out assigned duties including the creation of an annual operational plan.
- 4.6 The Board delegates responsibility for The Flower Cart operations to the Executive Director.
- 4.7 The Board and Executive Director jointly maintain open and transparent lines of communication.
- 4.8 The Executive Director attends all Board meetings but in a non-voting capacity. Moreover, the ED is an ex-officio, non-voting member of all Board Committees.
- 4.9 The Executive Director provides the Board with regular reports on The Flower Cart's operational and financial matters.
- 4.10 The Board provides prompt and active council to the Executive Director, as required.
- 4.11 The Board provides clear performance expectations to the Executive Director.

5. Applicability:

- 5.1 Board of Directors and
- 5.2 Executive Director

6. Policy Authority:

- 6.1 Board of Directors

7. Related Policies, Procedures and Documents:

- 7.1 Policy 1.6 – Risk Management Policy
- 7.2 Policy 2.1 – General Duties of the Board of Directors
- 7.3 Policy 2.6.2 – Executive Director's Performance Evaluation Committee Terms of Reference
- 7.4 Policy 3.3 – Executive Director Succession Plan
- 7.5 Policy 3.3.1 – Procedure for Hiring the Executive Director
- 7.6 Annual Performance Appraisal and Development (APAD) Executive Director
- 7.7 Executive Director Job Description

7.8 The Flower Cart By-Laws

7.9 The Flower Cart Risk Management Plan

8. Record of Amendments:

Revision #	Summary of Revision	Date Approved
Rev 0	Original Issue	September 2005
Rev 1	Revised	September 27, 2011
Rev 2	Reformatted and Updated	February 28, 2017
Rev 3	Reviewed and Updated	July 07, 2021