



**Policy Section 3: BOARD – CHIEF EXECUTIVE OFFICER – EMPLOYEE RELATIONS**

**Policy #: 3.1**

**Policy: Board of Directors – Chief Executive Officer Relationship**

**Revision: Rev 4**

**Approval: August 10, 2022**

**1. Purpose:**

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

**2. Definitions:**

**3. Detailed Policy Statement:**

- 3.1 The Chief Executive Officer 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 Chief Executive Officer 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 Chief Executive Officer, annually evaluating their performance, and ensuring an annual salary and benefits review is carried out. The Board is also responsible for terminating the Chief Executive Officer, if necessary.
- 4.2 The Board is responsible to maintain a current job description for the Chief Executive Officer position.
- 4.3 The Board as a whole rather than individual Directors, Officers or Committees, is responsible for providing direction to the Chief Executive Officer.
- 4.4 The Chairperson, as representative of the Board, exercises the role of oversight in the day-to-day performance of the Chief Executive Officer. At times, this authority may be delegated to another Director.

- 4.5 The Board will provide the necessary direction, support, and resources to the Chief Executive Officer 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 Chief Executive Officer.
- 4.7 The Board and Chief Executive Officer jointly maintain open and transparent lines of communication.
- 4.8 The Chief Executive Officer 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 Chief Executive Officer 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 Chief Executive Officer, as required.
- 4.11 The Board provides clear performance expectations to the Chief Executive Officer.

**5. Applicability:**

- 5.1 Board of Directors and
- 5.2 Chief Executive Officer

**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 – Chief Executive Officer's Performance Evaluation Committee Terms of Reference
- 7.4 Policy 3.3 – Chief Executive Officer Succession Plan
- 7.5 Policy 3.3.1 – Procedure for Hiring the Chief Executive Officer
- 7.6 Annual Performance Appraisal and Development (APAD) Chief Executive Officer

7.7 Chief Executive Officer Job Description

7.8 The Flower Cart By-Laws

7.9 The Flower Cart Risk Management Plan

**8. Record of Amendments:**

<b>Revision #</b>	<b>Summary of Revision</b>	<b>Date Approved</b>
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
Rev 4	Changed Executive Director to Chief Executive Officer	August 10, 2022