

Policy 8 – Chief Executive Officer Operational Management and Leadership

Background

To define the Chief Executive Officer's operational management and leadership responsibilities in support of the Board's governance and the Association's strategic priorities.

Guiding Principle

This policy applies to the Chief Executive Officer of the BCSSA and guides accountability to the Board of Directors.

Policy Statement

The Chief Executive Officer is responsible for ensuring the effective management of the Association's operations, finances, human resources, member services, communications, and external relations, in alignment with the Board's direction and policies.

Performance Responsibilities

1. Governance and Board Support

- 1.1 Attending and supporting meetings of the Board and its committees.
- 1.2 Preparing agendas, reports, and meeting records.
- 1.3 Supporting the Board in achieving strategic priorities.
- 1.4 Recommending policy development and revisions.
- 1.5 Reporting on matters arising from liaison with external partners and government.

2. Operations and Fiscal Management

- 2.1 Managing records and information systems.
- 2.2 Overseeing fiscal management, including investments and funds.
- 2.3 Preparing the preliminary budget for Board review.
- 2.4 Overseeing membership records, fee collection, and directory.
- 2.5 Establishing administrative procedures to support operations.

3. Human Resources

- 3.1 Recruiting, supervising, and evaluating consultants.
- 3.2 Hiring and evaluating staff within CEO authority.

4. Member Services and Professional Learning

- 4.1 Supporting the work of the Membership Services and Professional Learning Committees.
- 4.2 Advising members on contracts, benefits, and legislation.
- 4.3 Supporting members during contract termination proceedings, within Board-approved limits.

5. Communications and Advocacy

- 5.1 Overseeing internal and external communications.
- 5.2 Building collaborative relationships with stakeholders.
- 5.3 Advocating for school system leadership in the province.

6. External Relations

- 6.1 Liaising with external partners, government, and members to advance Board directions.
- 6.2 Coordinating relationships with provincial education partner groups and reporting to the Board.
- 6.3 Maintaining regular contact with counterpart organizations in other provinces.

7. General

- 7.1 Demonstrating organizational awareness and integration.
- 7.2 Performing other duties as delegated by the Board.