



Brock University Graduate Students' Association

Document 030A

The Graduate Students' Association Executive Director Policy

Name:

1. This Document shall be known as the "Executive Director Policy"

Purpose:

2. As the corporation's most senior staff member, and the only staff member reporting directly to the Executive Committee and the Board of Directors, this policy outlines the broad scope of the role and its responsibilities. It is not to be considered a job description, which remains an internal human resources matter managed in accordance to relevant GSA procedures.
3. This policy shall also outline procedures for addressing an absence in the role during the term of employment.

General:

4. The Executive Director shall be the only staff member of the Board of Directors; the Board shall have high-level oversight of this role. Day-to-day oversight of the role shall be provided by the President, in conjunction with the GSA Executive Committee.
5. While reporting to the Executive Committee, the Executive Director shall be held fully and finally accountable to the Board of Directors.
6. The Executive Director shall be employed by written contract, approved by the Board of Directors, and signed by the President and Board Chair.
7. The Executive Director shall serve pursuant to the term of employment outlined in their employment contract, while at the pleasure of the Board of Directors.

Role Summary:

8. The Executive Director shall act in accordance with the Legislative Documents of the GSA whether explicit or implied, and any other laws that affect the operations of the GSA.
9. The Executive Director shall act in a professional manner aiming to ensure the organization remains efficient while maintaining a high standard of service across all operations.
10. The Executive Director will act as ex-officio, non-voting member and resource of the GSA's Board of Directors and Executive Committee. They shall submit a written report, prior to each GSA Board Meeting, for information, as to the activities and operations of the GSA.
11. The Board or Officers may, through additional procedures, outline additional board or internal committees for the Executive Director to sit on.

Specific Responsibilities:

12. As this policy is intended to compliment other GSA documentation, in particular the GSA's Executive Director contract, the stipulations below are considered



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high-level responsibilities and to be further defined by the appropriate oversight bodies.

13. The Executive Director shall be responsible for:
 - a. the hiring and supervision (direct and indirect) of all non-executive staff, both full-time and part-time;
 - b. the long-term substantiality of the GSA and its operations;
 - c. the performance appraisals of all direct reports;
 - d. the organizational structure for all non-executive staff, upon providing notice to the Board;
 - e. acting as a signing authority for the GSA;
 - f. the financial accountability and activities of the GSA;
 - g. developing annual plans for operations in conjunction with the GSA's Strategic Plan;
 - h. with Board approval, support the President and Executive Committee in the negotiating, developing, and implementing all GSA contracts and agreements; and
 - i. any additional responsibilities outlined in appropriate GSA legislation.
14. With respect to Section 13.i of this policy, the Executive Director, at their discretion, may delegate these responsibilities as they see fit. Delegation may only be utilized provided the Executive Director still has direct or indirect supervision over the responsibility.

Performance Appraisal:

15. The Executive Director shall be evaluated by the President and Deputy President, with consultation from the Chair of the Board. Appraisers may choose to have their review informed by the Executive, the Board, or any other direct reports, as determined by relevant GSA policy or procedures.
16. Reviews shall be conducted annually and based on the date which the employment contract was signed. A mid-year review shall also be conducted as a check-in and provide adjustment to specific goals and expectations.
17. Further timelines and process shall be established by the Executive Committee and set out in relevant procedures.