

## **Board-Executive Director Relationship Policies**

- 1 The following policies guide the relationship between the Board of Directors and the staff of Students Nova Scotia, though the legislation and the by-laws take precedent in case of conflict.
- 2 All Board-Executive Director Relationship Policies may be amended by ordinary resolution of the Board of Directors.

### **The Executive Director**

- 3 The Board of Directors has only one employee: the Executive Director. Unless otherwise indicated in the By-laws, governing policies, or these policies, the Board of Directors may not make directives to Students Nova Scotia staff other than the Executive Director, they may only advise staff members of their views.
- 4 The Executive Director is answerable to the full Board of Directors. Individual board members may not give directives to the Executive Director, excepting when the Board has expressly identified an Officer(s) to liaise directly with the Executive Director in particular capacities.
- 5 The Executive Director has the following responsibilities:
  - a. uphold the will of the Board of Directors as expressed in the internal governance policies, the Strategic Plan, the Annual Plan, Position Papers, the Budget and minutes of Board of Directors meetings;
  - b. liaise directly with the Chair and seek the Chair's advice – including on whether the Board of Directors must be convened – when unsure of the Board's views on a particular issue within their purview;
  - c. supervise Students Nova Scotia staff;
  - d. manage the finances of Students Nova Scotia in cooperation with the Treasurer and in accordance with legislation and the organization's internal policies;
  - e. ensure that all Students Nova Scotia files and records are maintained in accordance with legislation and the organization's internal policies;
  - f. ensure that all Students Nova Scotia property is maintained in proper working order, including by keeping web platforms fully-functioning and up-to-date;
  - g. prepare quarterly reports to the Board of Directors in October, January and April regarding activities pursued and results obtained by Students Nova Scotia and assist with annual reporting, which must be ratified by Ordinary Resolution and published on the Students Nova Scotia website;
  - h. facilitate and assist the Board of Directors in developing short and long-range plans, goals and measurable results indicators for Students Nova Scotia;
  - i. prepare and coordinate research for policy development and advocacy;

- j. communicate Students Nova Scotia's views online, in the community and through the media and act as Students Nova Scotia's primary official spokesperson;
  - k. maintain engagement with government officials, other student organizations and other external groups;
  - l. provide orientation to new board members in partnership with outgoing board members;
  - m. assist the Board of Directors in the improvement of Students Nova Scotia's internal governance;
  - n. explore opportunities for greater collaboration with student associations outside of Students Nova Scotia's membership;
  - o. ensure that the succession in the Executive Director position occurs as smoothly as possible, including by planning their departure well in advance, providing training to their successor and preparing an exit report;
  - p. act as custodian of Students Nova Scotia's seal;
  - q. act as one (1) of the signing authorities of Students Nova Scotia; and,
  - r. perform other duties as directed by the Board of Directors.
- 6 The Executive Director will undergo an annual performance evaluation by the Board of Directors, in-camera, based on the following elements:
- a. Meeting the terms of the Executive Director's employment contract;
  - b. fulfilment of the responsibilities outlined in Clause 5 of the Board-Staff Relationship Policies;
  - c. completion of the activities and realisation of the results outlined in the Annual Plan;
  - d. adherence to the budget;
  - e. financial performance as indicated by the results of the annual audit; and,
  - f. other elements as determined by the Board of Directors.
- 7 The Board of Directors shall consider the monthly written reports from the Executive Director as part of the performance monitoring process, and shall provide performance feedback on a regular basis, in addition to its annual obligation.
- 8 The Board of Directors may hire or release the Executive Director pursuant to Article 17 of the By-Laws.
- 9 Upon news that the Executive Director will be leaving Students Nova Scotia, the Board of Directors may strike a Hiring Committee.
- 10 All Human Resources policies outlined in the Operations Policies apply to the Executive Director except when in conflict with the By-Laws or these Board-Staff Relationship Policies, and recognizing that the Chair, on behalf of the Board, occupies a direct supervisory role to the Executive Director.

## **Other Staff**

- 11 The Executive Director may delegate responsibilities assigned to her/him by the Board of Directors to other staff unless it is expressly indicated to him/her that the Board of Directors wishes her/him to personally fulfil that responsibility. The Executive Director is cumulatively responsible to the Board of Directors for the activities and results of other members of Students Nova Scotia's staff.
- 12 The Executive Director has full discretion over the hiring and releasing of staff and corresponding responsibility to adhere to Board and operational policies on staff relations. The Executive Director shall invite the Chair or another representative selected by the Board of Directors to advise him/her in the hiring process.
- 13 The Executive Director shall be responsible for developing a proposal for new positions, subject to ratification by the Board of Directors. The proposal shall include, but not be limited to:
  - a. how the new staff member will assist Students Nova Scotia in achieving its mandate; and,
  - b. how the new position will impact Students Nova Scotia resources (financial, human, capital, space and otherwise).
- 14 Prior to the posting of an available and previously ratified staff position within Students Nova Scotia, the Executive Director, Chair and the outgoing employee, if appropriate, will complete a comprehensive audit of the position specifications to ensure that the staff function is current and relevant to the functioning of the organization.
- 15 Upon recommendation of the Executive Director, the membership may approve the elimination of existing staff positions.
- 16 Staff memberships in apolitical professional associations may be pursued at the discretion of the Executive Director, respecting the process of budgetary approval for any associated cost.

## **Code of Conduct**

- 17 Staff members will:
  - a. uphold the values, vision and public image of StudentsNS at all times;
  - b. represent the best interests of the organization over and above personal and professional interests;
  - c. respect all internal policies of Students Nova Scotia;
  - d. respect confidentiality of information received in the course of their work at Students Nova Scotia ;

- e. declare possible conflict of interest and refrain from decision-making when applicable;
- f. uphold non-partisanship in all their activities as a staff member;
- g. give recognition to others who contribute to the success of the organization and its activities;
- h. not speak on behalf of the association unless designated by the Chair or the Board as a whole;
- i. ensure there are competitive opportunities when services of contractors or employment opportunities arise;
- j. treat Board Members, volunteers and other staff with respect and listen to their points of view;
- k. track their hours faithfully; and
- l. maintain an organised and efficient office space, including with digital files.

### **Meetings, Committees and Government bodies**

- 18 Unless decided otherwise by the Board, the Executive Director will be present at all meetings of the Board of Directors to report on staff activities, provide advice and assist with facilitation.
- 19 Other members of Students Nova Scotia's staff may attend meetings of the Board of Directors at the discretion of the Executive Director and the Board of Directors.
- 20 Staff may sit on Board of Directors Committees at the discretion of the Executive Director and the Board of Directors.
- 21 The Board of Directors retains discretion over who will represent Students Nova Scotia on formal government or stakeholder working groups and other negotiating bodies, respecting Clause 3 of the Board-Staff Relationship Policies. Therefore, the Board of Directors may (1) elect a board member, (2) elect the Executive Director, or (3) the Executive Director may nominate another member of the staff for election.

### **Research and consultation**

- 22 The Executive Director is responsible for ensuring that papers are completed on time and to an acceptable editorial and methodological standard.
- 23 Board members must be offered an opportunity to author Position Papers but do so under the supervision of the Executive Director.
- 24 Board members may request – with at least two (2) weeks' advanced notice – that Students Nova Scotia staff attend consultations or forums with their students at Students Nova Scotia's cost and at most twice per semester. Further participation

in forums or consultations will be at the discretion of the Executive Director or the full Board of Directors, and possibly at the member's own cost.

- 25 Pursuant to the previous Clause, Students Nova Scotia will ensure at least one (1) author of a Position Paper is present (or the Executive Director when no authors are available) for any formal consultation with students held between the time of a policy's release and the relevant Board of Directors meeting.

### **Committees**

- 26 Staff must support and respect the deliberations of committees duly appointed by the Board of Directors on much the same terms as for the Board of Directors itself.
- 27 Staff may advise the Chair if they have concerns that a committee is not upholding its mandate and/or the organization's governance policies.
- 28 Staff may recommend member student appointees for committees to the Board of Directors. Staff must advise the prospective appointees' student association of their recommendation at least three (3) business days in advance of discussion at the Board and will not make the recommendation if the member association rejects the appointment, but may proceed if they do not receive a response. The Board of Directors reserves the final decision on committee appointments.
- 29 Staff may recommend individuals who are not member students to participate in committees, but such recommendations should be made in-camera. Names of recommended candidates will be attached to Board Meeting Agendas and remain confidential.

### **Communications**

- 30 Whenever possible, all Students Nova Scotia press releases and other statements should be reviewed by the Chair prior to release. The Chair should be informed that Students Nova Scotia will issue a public statement as soon as preparation of the statement begins.
- 31 Students Nova Scotia press releases and other statements that employ quotations should include quotations from at least one (1) member of the Board of Directors, most often the Chair.
- 32 As the Students Nova Scotia Seal is held in the custody of the Executive Director, the Executive Director is responsible to the Board of Directors for any use of the Seal that is not approved in advance by the Board of Directors or an Officer.

## **Major expenses**

- 33 In the case of expenses over \$2500, not including the choice of candidates for hire, the Executive Director will be required to draft a letter to the Board of Directors outlining:
- a. how the investment/purchase will assist Students Nova Scotia in achieving its mission;
  - b. the impact of the investment/purchase on Students Nova Scotia resources (financial, human, capital, space, and otherwise) for the current financial year and future financial years (when applicable);
  - c. three (3) quotes from providers of the type of product or service in question (provided three providers are available); and,
  - d. at least two (2) references for the provider recommended by the Executive Director.