

Executive Director Responsibilities

5.3 – Service to Staff

Date Adopted: August 8, 2013

Date Amended: October 12, 2017

Policy

The Executive Director shall manage the organization by creating a safe, trusting, and resourceful work environment.

Administration

The Executive Director shall manage the organization so that:

- Staff has a common sense of purpose;
- Staff are provided appropriate direction for work;
- Personnel policies are maintained and disseminated to clarify work rules for employees;
- Non-public personnel information is safeguarded from disclosure;
- Staff are protected from unlawful discrimination or harassment;
- Conditions that are wrongful, unfair, undignified, disorganized, or unsafe do not exist;
- Suitable behavioral and skill-based competencies for each position or category of work are maintained, and a process to fill positions with qualified persons is in use.