

Nevada Outdoor School

Executive Limitations Policy

The Board of Directors of Nevada Outdoor School, as a governing board, realizes the need for an Executive Director (ED) to who may be left implementation and any reasonable interpretation of policies, within executive limitations.

This policy establishes the relationship between the ED and the Board as well as constrains the ED to act within acceptable boundaries of prudence, ethics, legality, and effectiveness.

1. Authority

1. Only the Board, by majority agreement, has authority over the ED.
2. All board authority delegated to staff is delegated through the ED who is accountable to the Board.
3. The Board's sole official connection to the operational organization, its achievements and conduct will be through the ED.
4. The ED is the Board's only link to operational achievement and conduct, so that all authority and accountability of other staff, as far as the board is concerned, is considered the authority and accountability of the ED.

2. Evaluation

1. The board will not evaluate, either formally or informally, any staff other than the ED.
2. The ED will have one annual formal review in October to include an annual programming report and YTD budget review.
3. The board will view ED performance as identical to organizational performance, so that organizational accomplishment of board approved goals and avoidance of board proscribed means will be viewed as successful ED performance.

3. Executive Responsibilities

1. Implements the policies and directions of the Board.
2. Manages staff, volunteers, operations, facilities, finances, programs and services of the organization.
3. Ensures that operational planning and financial management does not deviate from the Board priorities, strategic directions and approved budget.
4. Acts as a professional advisor to the Board and in this capacity recommends appropriate policies for Board consideration.
5. Ensures that the Board of Directors and necessary external stakeholders are accurately and fully informed regarding the organization's programs, business and finances.
6. Full responsibilities are detailed in the Executive Director Position Description.

4. Global Constraints

1. The Executive Director shall not cause or allow any practice, activity, decision, or organizational circumstances that are unlawful, imprudent, or in violation of commonly accepted business and professional ethics, or in violation of practices or policies of the organization.

5. Financial Conditions and Activities Constraints

1. The Executive Director shall not endanger the fiscal soundness or viability of the organization for future years through any material deviation from actual expenditures authorized. This includes not expending

more funds than have been received in the fiscal year to date, without prior approval from the Board of Directors.

2. The Executive Director shall not receive, process or disburse funds under financial controls which do not meet generally accepted accounting principles, including those of not-for-profit organizations.
3. The Executive Director will provide credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions to the organization.
4. The Executive Director shall settle payroll and debts and ensure filings of reports to governments and other funders in a timely manner.
5. The Executive Director shall ensure appropriate financial reporting on a monthly basis or as requested by the board.

6. Human Resources Constraints

1. With respect to the treatment of employees and volunteers, the Executive Director may not cause or allow conditions that are unfair, disrespectful, undignified, discriminatory or unsafe.
2. Actions taken with employees may not be in contravention of legislated employment or human rights standards, any negotiated employment agreements or the organization's Personnel Policies.
3. The ED shall operate with human resource policies that clarify rules and procedures, ensure appropriate staff support such as job descriptions, supervision and performance reviews, staff development opportunities, provide for effective handling of grievances, and protect against wrongful situations such as discrimination, harassment and conflict of interest.
4. The Executive Director shall provide staff with sufficient information to allow them to do their jobs satisfactorily.
5. The Executive Director shall handle all internal grievance procedures but may not prevent staff from grieving to the Board when the internal grievance procedure has been exhausted.
6. The Executive Director shall not change his/her compensation and benefits; promise or imply guaranteed employment; create obligations over a longer-term than revenues can be safely projected; or establish compensation levels and benefits for employees that deviate from the geographic or professional market for the skills employed.
7. The Executive Director shall establish and maintain a work environment that fosters teamwork, communication, efficiency, and effectiveness.

7. Information Management Constraints

1. The Executive Director shall develop and maintain effective information systems that assist the organization in carrying out and evaluating its goals, objectives and services.
2. The Executive Director shall not fail to protect information and files from loss, significant damage and inappropriate access. This includes meeting the Records Management Policy requirements for records retention and confidentiality related to financial information management and client data, as well as ensuring that there are backed up and have recovery plans in place for computerized data.

8. External Relationship Constraints

1. With regard to external relationships, the Executive Director may not cause or allow any action that might harm the integrity of the organization's relationships with external stakeholders and partner agencies or endanger the organization's credibility and public image.
2. The Executive Director will not engage in alliances and public statements without prior approval of the Board and that counteract the organization's mission and values and Board policy.
3. Executive Director shall not permit any information to be provided to stakeholders that is contrary to positions established in the organization's policy.
4. The Executive Director must establish and implement a process that ensures that external stakeholders' comments and complaints are responded to fairly, consistently, respectfully, and in a timely manner.

5. The Executive Director must provide information and submit reports to funders, donors and community members that are complete, accurate, succinct and timely.