

#03 Role of CEO

BOARD POLICY

Board Approval: February 26, 2019
Effective Date: March 1, 2019
Review Date: May 29, 2024
Scheduled Review Date: May 29, 2027

PURPOSE

The CEO carries out the directives mandated by the Board and is accountable to the Board for the successful operation of HLG.

DEFINITIONS

Board – The Boards of Directors of CA, HLF and HLS, otherwise known as the Headwater Learning Group (HLG).

Chief Executive Officer (CEO) – the head of operations of each of the three entities of HLG

Employee – an individual who is working under an employment relationship with HLG

HLG – Headwater Learning Group, the term for three independent charitable organizations: Calgary Academy Society, Headwater Learning Foundation, and Headwater Learning Solutions Foundation

Representatives – Board directors and contractors of HLG

Stakeholders – representatives, students, parents, community members and individuals who share a common interest in HLG

Student – student enrolled in Calgary Academy

GUIDELINES

1. The CEO is the Chief Executive Officer to the Boards of HLG.
2. The CEO is accountable to the Board for all operations within HLG.
3. The CEO models the vision, mission, and belief statements of HLG and recommend changes to the Board as required.
4. Areas of responsibility of the CEO include, but are not limited to, the following:
 - a) **Student Learning & Welfare** – provide leadership on all matters related to learning within HLG; ensure Students have the opportunity to achieve educational standards in rich learning environments; and ensure Students have a welcome, safe, caring, and respectful learning environment that embraces diversity.
 - b) **Work Environment for Employees and Representatives** – ensure Employees and Representatives have a respectful learning and working environment which embraces diversity.
 - c) **Fiscal Responsibility** – ensure the fiscal management of HLG through timely and accurate budget development and tracking processes; strive to build budgets that support the strategic goals of HLG.

- d) **Leadership of Employees and Representatives** – responsible for all matters related to Employees and Representatives of HLG (unless precluded by legislation); ensure performance of all Employees and contractors of HLG is assessed; and that learning and growth are fundamental principles of development for Employees.
 - e) **Strategic Planning & Reporting** – lead the development of draft strategic plans and provide to the Board for consideration in a timely manner; ensure that action plans are implemented and reported; integrate or differentiate the strategic interests of the Calgary Academy Society, Headwater Learning Foundation, and Headwater Learning Solutions Foundation for optimization of outcomes.
 - f) **Policy & Procedure Development** – act as primary lead support to the Board for Policy development, amendment, and review; act as lead of Procedure development, amendment and review.
 - g) **Facility Planning & Optimization** – provide recommendations to committees and the Board in relation to facility maintenance, modernization, and renewal; ensure a direct relationship between physical spaces and strategic objectives.
 - h) **Corporate Identity, Community Relations, and Fundraising** – responsible for the identity and brand of HLG; act as lead or lead support to the Board in relation to community and Stakeholder relations; lead the fundraising efforts of HLG.
 - i) **Educational Research & Outreach** – responsible for ensuring leading edge educational research is conducted and implemented across the organizations as well as maximizing opportunities to positively influence the broader educational community.
 - j) **Governance** – respects and honours the Board's role as defined in Board Policy #2 Role of Board all while maintaining a professional working relationship with the Board and ensuring that strong governance principles are upheld. Keeps the Board informed on issues in a timely manner and leads the development of Board policy and counsels the governance team on areas of need.
5. Authority is delegated by the Board to the CEO for all functions outside of those of the Board responsibilities.
 6. The CEO ensures all HLG corporate filings are complete and requirements to maintain good corporate and charitable standing are met.
 7. The CEO shall ensure that all HLG operations comply with legislative, regulatory, policy and Alberta Education requirements.
 8. The CEO demonstrates visionary leadership for HLG, forecasting the future desired state while ensuring ongoing operations work toward making visions reality.
 9. The performance of the CEO is assessed annually by the Board.

REFERENCES

Alberta Education Ministerial Order #003/2020 - Superintendent Leadership Quality Standard

Education Act, SA 2012, c E-0.3, as amended

Occupational Health and Safety Act, SA 2017, c.O-2.1, as amended

Occupational Health and Safety Regulation, Alta Reg 62/2003, as amended

Occupational Health and Safety Code 2009 Order, Alta Reg 87/2009

Personal Information Protection Act, SA 2003, c. P-6.5, as amended

Superintendent of Schools Regulation, Alta Reg 98/2019

CROSS-REFERENCES

Board Policy — Role of Board

Headwater Learning Group Organizational Chart