

#03 Role of CEO

BOARD POLICY

Board Approval: February 26, 2019
Effective Date: March 1, 2019
Amendment Dates: N/A
Review Dates: March 1, 2021

PURPOSE

The CEO carries out the directives mandated by the Board and is accountable to the Board for the successful operation of HLG. The purpose of this policy is to outline the role and responsibilities of the CEO.

DEFINITIONS

Board – The Boards of Governors / Directors of HLG

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

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

Representatives – directors, employees, service providers and contractors of HLG

Stakeholders – representatives, students, parents, community members or 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 shall model the vision, mission, and belief statements of HLG and recommend changes to the Board as required.
4. The general 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 Representatives** – ensure Representatives have a welcome, safe, caring, and respectful learning environment that 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 Service Providers** – responsible for all matters related to employees and contractors 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.

- 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 Calgary Academy, Headwater Learning Foundation, and Headwater Learning Solutions 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.
5. Authority is delegated by the Board to the CEO for all functions outside of those of the Board responsibilities.
 6. The Board directs the CEO to ensure 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 are compliant with legislative, regulatory, policy and Alberta Education requirements.
 8. The Board expects the CEO to demonstrate visionary leadership for the entities, forecasting the future desired state while ensuring ongoing operations work toward making visions reality.
 9. The performance of the CEO shall be assessed annually by the Board in alignment to the Superintendent Competencies Ministerial Order #003-18.

REFERENCES

Occupational Health and Safety Act, SA 2017, c.O-2.1, as amended
 Occupational Health and Safety Regulation, AR 62/2003, as amended
 Occupational Health and Safety Code
 Personal Information Protection Act, SA 2003, c. P-6.5, as amended
 School Act, RSA 2000, c. S-3, as amended

CROSS-REFERENCES

Board Policy — Role of Board
 Organizational Chart