

## ROLES AND RESPONSIBILITIES OF GOVERNING COUNCIL

### **Determine the Organization's Mission and Purpose and Strategic Direction**

It is the Governing Council's (GC) responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual GC member should fully understand and support it.

### **Select the Executive Director**

GC must reach consensus on the Executive Director's (ED) job description and undertake a careful search process to find the most qualified individual for the position. The ED is the only employee of the GC. All other employees report to the ED.

### **Support the Executive Director and Review His or Her Performance**

The GC should ensure that the ED has the moral and professional support he or she needs to further the goals of Accreditation of Early Learning and Care Services (AELCS). The GC (through the Finance & Human Resources committee) evaluates the performance of the ED yearly.

### **Ensure Effective Organizational Planning**

As stewards of AELCS, GC members lead the strategic planning process and set the direction for AELCS. The GC also assists in implementing the goals of the strategic plan.

### **Ensure Adequate Resources**

One of the GC's foremost responsibilities is budgetary responsibility. The Finance & Human Resources Committee of the GC works with the ED to ensure adequate funding and budgetary restraints are in place so that AELCS can fulfill its obligations and mission. The GC, in order to remain accountable to its funders, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.

### **Monitor the Organization's Programs and Services**

GC's role in this area is to monitor the effectiveness of the accreditation process, standards and tools. The GC recognizes that any accreditation materials or processes owned by Human Services cannot be altered by the GC; however, the GC will review these materials and processes and share any recommendations with the ED and/or Alberta Human Services.

### **Enhance the Organization's Public Image**

GC plays a role in clearly articulating AELCS' mission, accomplishments, and goals to the public, as well as garnering support from the community.

### **Develop Policies**

GC develops and monitors policies for the effective exercise of GC's authority, control and direction over AELCS and organizes its work through committees. Standing committees of the board are Governance & Nominations, Finance & Human Resources, Accreditation, and Marketing & Communication.

### **Acts as an Appeal Panel**

GC may review appeals related to AELCS accreditation decisions in accordance with the accreditation process approved by Alberta Human Services.

### **Grievance Resolution**

GC may hear and attempt to resolve complaints with respect to AELCS personnel matters.

### **Assess Its Own Performance**

By evaluating its performance in fulfilling its responsibilities, the GC recognizes its achievements and will reach consensus on which areas need to be improved.