

Chief Executive Officer (CEO) Profile

PURPOSE: As **CEO** – responsible for all aspects of the management, administration and effective governance of the agency. The CEO reports and is accountable to the Board of Directors, which is the legal authority for Circle of Care. The CEO is a non-voting member of the Board and all committees. The CEO is employed by the Board, subject to the terms of an agreed-upon employment contract.

As **Officer** – a member of the Executive/Nominations Committee.

RESPONSIBILITIES

- ▶ Serve as signing Officer of the organization and oversee the day to day affairs in all things and in all manners.
- ▶ Provide leadership along with the Board Chair in advancing the agency's Strategic Plan by proposing strategic directions, Mission, Vision, Values, developing policies, procedures and ethical framework codes.
- ▶ Respond to directions from the Board for appropriate reporting systems back to the Board which measure degree of achievement of its Strategic Plan.
- ▶ Managing the financial viability of the organization by:
 - Providing supervision and guidance to the VP of Finance.
 - Ensuring expenditures are within budgeted amounts authorized by the Board.
 - Managing the investments and borrowing funds as required.
 - Ensuring budgets provide sufficient reserve to meet all legal obligations.
- ▶ Establish procedures to ensure that the stakeholders are kept informed of the agency's activities and that the Board stays aware of changes in applicable legislation under which it is governed.

EVALUATION of the CEO

Performed annually, this assessment process will be carried out by the Executive/Nominations Committee on behalf of the Board, using guidelines set out in the **CEO Annual Evaluation Form** – and will include:

- ▶ An Assessment of:
 - His or her strengths, limitations and overall performance.
 - A review the past year and achievement of goals.
 - Clarification of the Board expectations to ensure that the Board's and CEO's priorities are aligned for the coming year.
- ▶ The assessment process will include a salary review using guidelines as set out in the **Compensation Policy – CEO**.