



Signatures: **SATCC Commission Board Chair**



Signatures: **SATCC Commission Board Vice Chair**

Board Category Governance – G8
and Policy Name: Role of Chief Executive Officer

Approved: January 22, 2020

Supersedes: January 26, 2000; April 6, 2011; April 18, 2016

**Next scheduled
review:** November 2022

Policy As the Board’s single official link to the SATCC, the CEO’s performance shall be considered to be synonymous with the organizational performance as a total. Accordingly, the CEO shall:

- exercise the powers and perform the duties assigned to him or her by the Board and be responsible, subject to the direction of the Board, for the general supervision and direction of operations at the SATCC;
- establish and implement procedures to ensure statutory responsibilities are met, an effective SATCC compliance program is in place, and Corporate documents and records are properly prepared, approved and maintained;
- hire, train, motivate and monitor employees and develop an effective succession plan;
- report on a regular basis and at any other times requested by the Board on:
 - the operations of the SATCC;
 - the progress of the SATCC towards the achievements of its goals including recommendations for the benefit and advancement of the SATCC; and
 - any other matters that the Board may require.
- submit monitoring data required by the Board in a timely, accurate and understandable fashion;
- inform the Board of relevant trends, principle risks, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy has been established;
- advise the Board, if in the CEO’s opinion, the Board is not in compliance with its own policies on governance;

- provide for the Board as many staff and external points of view, issues and opinions as needed for fully informed Board choices;
- present accurate and timely information in a manner that is not unnecessarily complex or lengthy;
- act as the conduit for official Board, office or committee communications;
- deal with the Board as a whole except when fulfilling individual requests for information or responding to officers or committees duly charged by the Board;
- report in a timely manner on any actual or anticipated noncompliance with any policy of the Board;
- have no fewer than two other senior management personnel familiar with Board and CEO issues and processes;
- review and allocate the SATCC's internal staff resources and organizational structure;
- in any interaction relating to the SATCC, establish and maintain conditions, procedures and decisions which are respectful, dignified, not intrusive, and ensure confidentiality and privacy; and
- ensure compliance with significant policies and procedures by which the SATCC operates.

Only decisions of the Board acting as a body are binding upon the CEO, therefore:

- decisions or instructions of individual Board members, officers or committees are not binding on the CEO except in rare instances when the Board has specifically authorized such exercise of authority; and
- requests from the SATCC Board, individual Board members or Board Committees for information and/or assistance shall be directed through the CEO.

Background

The SATCC Board of Directors charges the Chief Executive Officer (CEO) with responsibility for implementing the goals and policies of the SATCC as established by the Board.

The Board provides direction to the CEO through policies and resolutions and delegates responsibility to the CEO for the interpretation and implementation of those policies and resolutions in the day to day operations of the SATCC.

Related documents in Aprio:

The Saskatchewan Apprenticeship and Trade Certification Act, 1999 – Section 44(4)

SATCC Board of Directors Board Charter – Section 9 – describes the division of responsibility between the Board and the CEO