

Signatures: _____
SATCC Commission Board Chair

SATCC Commission Board Vice Chair

Board Category Governance – G11
and Policy Name: Board/Staff Relationships

Approved: Dec.5, 2025

Supersedes: May 18, 2000; November 30, 2010; April 18, 2016; January 22, 2020; Feb.1, 2023

Next scheduled review: December 2028

Policy The SATCC Board of Directors, Trade Boards, Curriculum and Examination Development Boards and Trade Examination Boards develop policy for the effective operation of the apprenticeship and trade certification system. SATCC staff, under the direction of the Chief Executive Officer, implements approved policies and provides support to all the SATCC Boards.

Members of all the SATCC Boards should not interact with SATCC staff on operational matters as Board members. However, members of all SATCC Boards may interact with SATCC staff in their capacity as an employer or employee.

The members of the SATCC Board of Directors, Trade Boards, Curriculum and Examination Development Boards and Trade Examination Boards will not use their Board positions for personal gain or influence on SATCC operational matters.

Procedures Members of the SATCC Board of Directors, Trade Boards, Curriculum and Examination Development Boards and Trade Examination Boards may conduct discussions of an operational nature through their Board Chairs with the Chief Executive Officer or Chief Operating Officer.

If an individual Board member or Chair approaches a SATCC staff member on an operational matter as a Board member or Chair, the staff member will refer the matter to the Chief Executive Officer.

Background

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC), including its Board of Directors, Trade Boards, Curriculum and Examination Development Boards, Trade Examination Boards and staff recognize and value the contributions made by all parties in the Apprenticeship and Trade Certification system.

Members of the SATCC Board of Directors, Trade Boards, Curriculum and Examination Development Boards and Trade Examination Boards have occasion to interact with SATCC staff, both as board members and as employers/employees or employer/employee representatives. This policy clarifies the working relationships between all Board members and staff members to ensure appropriate and effective performance of the SATCC.

Related documents in Aprio:

G8 Role of the CEO

