

Calgary Sexual Health Centre Chief Executive Officer's Mandate

GENERAL

The Chief Executive Officer's ("CEO") fundamental responsibility is the general direction and management of the operations and fund development in accordance with the strategy and objectives approved by the Board of Directors, within the authority limitations delegated by the Board. Dealings with clients, volunteers, staff and community stakeholders will be professional and respectful. This mandate complements and clarifies the duties of the CEO as laid out in the bylaws of the Calgary Sexual Health Centre (the "Society").

SPECIFIC

Strategy and Objectives

- On an ongoing basis review the broad operating landscape; considering economic, regulatory and competitive factors.
- Review the strategic plan annually and update the Board on opportunities and risks that have arisen.
- Ensure new program and partnership opportunities align with the Society's mission and strategy.
- Ensure that new funding opportunities and fund development activities align with the Society's mission and strategy.
- Review the CEO work plan and results with the Board quarterly.

Operational Effectiveness

- Ensure that programs are adequately staffed and succession planning is in place to avoid interruption in the Society's plans and program delivery.
- Operate within the policies approved by the Board and limits of authority delegated by the Board.
- Monitor the financial results in relation to the annual budget approved by the Board.

Fund Development

- Ensure that the Society complies with all funding requirements and restrictions.
- Ensure that the annual funding plan supports the annual budget.

Financial Reporting

- Ensure that financial reporting requirements (e.g. Canada Revenue Agency filings, statements to funders) are prepared in accordance to the appropriate framework and submitted in a timely manner.
- Ensure that the independent, external auditors receive the cooperation necessary to conduct their audit of the annual financial statements in an efficient and effective manner.

Ethical Conduct

- Adhere to the Ethical Code of Conduct.
- Ensure that the Society's practices and activities align with the Ethical Code of Conduct.
- Operate in an open and transparent manner, both internally and externally, when communicating with stakeholders.

Board Communication

- Ensure information and advice to the Board is complete, accurate and timely.
- Make the Board aware of any relevant trends, anticipated negative media coverage, or substantial Society issues in a timely manner.
- Communicate staff and external views on issues and opinions as needed to inform the Board fully on matters that arise.
- Report non-compliance with any policy approved by the Board.
- Ensure safe custody of the minutes, books and other records of the Society.