
CEO Position Description

The following describes the appointment, role and responsibilities of the CEO.

1. Appointment

The Board appoints the CEO on terms and conditions it considers appropriate.¹ The CEO reports to the Board and is not a member of the Board.

2. Role

The CEO serves as the chief executive officer of CLBC, having overall responsibility for the general management of, and control over, the businesses, activities and other affairs of CLBC, in accordance with the strategies, plans and policies approved by the Board. The CEO does so by leading and managing CLBC through the development and implementation of strategies and policies, the management of its human and financial resources, and efficient and effective operations.

3. Duties and Responsibilities

The CEO has specific responsibility to:

- a) lead and manage CLBC within the parameters approved by the Board and its Committees;
- b) develop and recommend Board-approved organizational policies and strategies, including the strategic plan, to the Board, in keeping with CLBC's vision and mandate and corresponding operational and capital plans and other supporting initiatives; and
- c) develop and implement operational policies to guide CLBC within the framework of the vision and strategic goals approved by the Board;
- d) seek Board approval for the annual service plan, budget plan and capital plan;
- e) direct and monitor CLBC's activities in a manner that ensures the assets of CLBC are safeguarded and optimized;
- f) ensure the integrity of CLBC's internal control and management systems;
- g) identify, and report to the Board, principal risks of CLBC and ensure the implementation of systems to manage these risks;
- h) ensure CLBC maintains a high level of ethical conduct and complies with all requirements set out in the CLAA or by government policy or directive;

¹ CLAA, s. 14.

- i) develop and recommend to the Board the overall organizational structure;
- j) provide the Directors, at Board and Committee meetings, with exposure to CLBC's key management and, prior to appointing individuals to senior management positions, review their appointment with the Board;
- k) annually establish and maintain a Board approved plan for management development and succession;
- l) act as the primary spokesperson for CLBC² and oversee CLBC's interfaces with the public and stakeholders;
- m) develop and implement a communication strategy in keeping with a communications policy approved by the Board;
- n) support the Board Chair and the Board in carrying out the Board's governance responsibilities, including the timely provision of relevant information;
- o) maintain a positive working relationship with all key stakeholders;
- p) prior to accepting outside Board appointments, seek Board approval; and
- q) Ensure compliance with FOIPPA

4. Compensation

The Board determines the CEO's remuneration,³ subject to parameters set for executive compensation in B.C.'s public sector by the Public Sector Employers' Council.⁴

² The CEO is the primary spokesperson for the organization and the Board Chair is the primary spokesperson for the Board.

³ CLAA, s. 14.

⁴ The Public Sector Employers' Council coordinates the management of executive compensation in British Columbia.