

Northwest Territories Soccer Association

Executive Limitations Policies

October 2011



Overview

The Executive Director is employed by the NWTSA, NWTBSA, and NWTBS to manage the day-to-day affairs of the three Associations.

These policies define Executive Limitations in terms of ethics and prudence in achieving the end results. The Executive Limitations policies describe the restrictions for the Executive Director established by the Board of Directors of the Northwest Territories Soccer Association (NWTSA). They are guided by the following governance values:

- The Board needs to maintain control of internal operations, because it is accountable for all organizational activity.
- The Board, through its Executive Limitations policies, establishes the boundaries of acceptable actions and then allows the Executive Director leeway to use all reasonable, prudent and ethical means that fall within those boundaries to carry out the responsibilities of his/her position.
- The Board has the right to alter the Executive Limitations Policies at any time, and shall discuss with with the Executive Director before this is done.
 - The Executive Director shall not alter any of the Executive Limitations without the approval of the Board.



EL 1: Treatment of Employees and Volunteers

With respect to employees and volunteers, the Executive Director shall not fail to maintain conditions that are humane, fair and dignified for all paid and volunteer staff.

- EL 1.1: The Executive Director shall not fail to ensure that all employees and volunteers are informed of the guiding policies and procedures of the Association, and of changes to such policies and procedures that affect their roles and responsibilities.
- EL 1.2: The Executive Director shall not subject employees or volunteers to unsafe or unhealthy conditions.
- EL 1.3: The Executive Director shall not stop employees or volunteers from bringing complaints to the Board when internal procedures have been exhausted.

EL 2: Financial Management

With respect to operating the NWT Soccer Association in a sound and prudent manner, the Executive Director shall not jeopardize the long-term financial health of the Association.

- EL 2.1: The Executive Director shall not fail to provide all receipts and invoices upon arrival to the NWT Soccer Association Treasurer.
- EL 2.2: The Executive Director shall not fail to make sure all fees paid to NWT Soccer Association are received are deposited into the correct bank account(s) and then reported to the Treasurer.

EL 3: Communication and Support to the Board

The Executive Director shall not fail to keep the Board informed of information relevant to the Board's powers and responsibilities as prescribed in the By-Laws.

- EL 3.1: The Executive Director shall not fail to inform the Board of relevant trends, or internal and external changes which affect the strategic directions and program assumptions of the Board.
- EL 3.2: The Executive Director shall not fail to provide the Board timely, accurate, and understandable monitoring and performance data on the Association's affairs when



requested by the Board Members.

- EL3.3: The Executive Director shall not fail to inform the Board of any significant events or issues that require attention with respect to members, programs, operations and volunteers.
- EL3.4: Fail to provide sufficient administrative support for any Board activities.

EL 4: Public Image

The Executive Director shall not cause or allow operational conditions, procedures, opinions, or decisions that jeopardize the public image of NWT Soccer Association.

- EL 4.1: The Executive Director shall not speak publicly, or all any type of public presentation that will damage the public reputation and integrity of NWT Soccer Association.
- EL 4.2: The Executive Director shall not allow any non-standard use of the Association's logos or branding.
- EL 4.3: The Executive Director shall not change the Association's legal name or substantially alter its identity or brand/event image.

EL 5: Relationship with Members and other Stakeholders

With respect to relations with Members, stakeholders, and customers, the Executive Director shall not cause or allow conditions, procedures or decisions that are disrespectful, unfair, not transparent, or otherwise incompetent.

- EL 5.1: The Executive Director shall not allow sponsorship or partnership with any organization whose principles, practices or products are not consistent with the Association's Mission and Policies.
- EL 5.2: The Executive Director shall not restrict access to information appropriate to the parties requesting it.



EL 6: Asset Protection

With respect to proper stewardship of the Association's assets, the Executive Director shall not allow the tangible and intangible assets of the Association to be unprotected, inadequately maintained or unnecessarily risked.

- EL 6.1: The Executive Director shall not fail to insure against theft and liability losses to Board members, employees, volunteers or the Association itself to beyond the minimally acceptable cautious level.
- EL 6.2: The Executive Director shall not fail to protect information and files from loss or significant damage.
- EL 6.3: The Executive Director shall not enter into any purchase, lease, rental, or service contract without prior approval from the Board.