

DELEGATION OF AUTHORITY - RESPONSIBILITY MATRIX (cont'd)

TASKS	RESPONSIBILITY			
	B	D	DR	BD
Communications				
• Board Linkage/Advocacy				•
• Public Relations				•
• Administrative		•		
• Task Force	•			
• New Board Member Orientation	•			
Personnel: Employment Contracts and Collective Agreements				
• Director of Education	•			
• Senior Administration			•	
• School-Based Administration			•	
• Division Staff			•	
• Establish Mandate for Collective Agreements	•			
• Negotiation of Staff Collective Agreements		•		
• Approval of Staff Collective Agreements	•			
• Interpretation of Staff Collective Agreements		•		
• Occupational Health and Safety		•		
Personnel: Assignments				
• Senior Administration		•		
• School-Based Administration		•		
• Division Staff		•		
Personnel: Evaluation				
• Director of Education	•			
• Senior Administration		•		
• School-Based Administration		•		
• Division Staff		•		
Personnel: Professional Development		•		

DELEGATION OF AUTHORITY - RESPONSIBILITY MATRIX (cont'd)

TASKS	RESPONSIBILITY			
	B	D	DR	BD
Administrative Procedures				
• Development		•		
• Recommendation		•		
• Approval			•	
• Application		•		
• Revision			•	
Budget/Financial				
• Pre-budget Consultation				•
• Pre-budget Principles/Guidelines				•
• Recommended Budget Priorities			•	
• Projected Revenues & Expenditures			•	
• Budget Approval	•			
• Budget Administration/Management			•	
• Budget Monitoring			•	
• Budget Revisions (under \$100 000)		•		
• Budget Revisions (in excess of \$100 000)	•			
• Protection of Division Assets		•		
• Business Contracts under \$100,000		•		
• Business Contracts in excess of \$100,000	•			
Level 2 Strategic Plan				
• Development of Level 2 Strategic Plan		•		
• Approval of Level 2 Strategic Plan	•			
•		•		
• Facilities: Development of Three-Year Plan		•		
• Facilities: Approval of Three -Year Plan	•			
• Facilities: Capital Project Approval	•			
• Facilities: Maintenance		•		