DELEGATION OF AUTHORITY - RESPONSIBILITY MATRIX

(Revised May 11, 2015)

Legend $\mathbf{B} = \text{Board}$ $\mathbf{D} = \text{Director}$

DR = Director (but reports action to the Board) **BD** = Shared Task

	R	RESPONSIBILITY		
TASKS	В	D	DR	BD
Policy Governance	•			
Agendas				
Regular Meetings of the Board	•			
• Planning Meetings of the Board	•			
Annual Meeting				•
Organizational Meeting				•
• Community Meetings				•
Board Evaluation	•			
School Attendance Areas				
• Policy	•			
• Implementation/Procedures		•		
Transportation of Students				
• Development of Agreements		•		
• Approval of Agreements	•			
• Implementation/Procedures		•		
Student Age of Entry	•			
Programs				
• Curriculum Implementation & Support		•		
• Student Services		•		
Education Equity		•		
• Partnerships in Education			•	
 Approval of Courses 			•	
School Calendar				
Recommendation		•		
Approval	•			

DELEGATION OF AUTHORITY - RESPONSIBILITY MATRIX (cont'd)

	R	RESPONSIBILITY			
TASKS	В	D	DR	BD	
Communications					
Board Linkage/Advocacy				•	
Public Relations				•	
Administrative		•			
Task Force	•				
New Board Member Orientation	•				
Personnel: Employment Contracts and Collective A	greements		•	,	
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)

	R	RESPONSIBILITY			
TASKS	В	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		•			