



### **Purpose of this Policy**

1. This purpose of this Policy is to define the role and responsibilities of the Executive Director.

### **Appointment of Executive Director**

2. The BoD shall determine the selection method for the Executive Director. The BoD shall also decide on the term of the contract with the Executive Director.
3. The BoD is responsible to ensure that there is a suitable transition period between the incumbent Executive Director and a newly appointed Executive Director.

### **Removal of Executive Director**

4. The BoD can remove an Executive Director by a majority vote of the BoD. A clause addressing the removal of the Executive Director shall be included in any agreement that is entered into between the HPAC/ACVL and the Executive Director.

### **Remuneration of Executive Director**

5. The BoD shall set the remuneration of the Executive Director.

### **Responsibilities of the Executive Director**

6. The Executive Director serves as Chief Operating Officer of the HPAC/ACVL, reporting to the President. The specific responsibilities of the Executive Director are specified in the Job Description that shall be referenced by, and attached to any agreement that is entered into between the HPAC/ACVL and the Executive Director, and further as is itemized in any and all individual Policies and Operating Procedures.