

250-1 HPAC Business Manager

Date of Issue: 04 September 2002

Purpose of this Policy Directive

1. The purpose of this Policy and Regulatory Directive (PRD) is to identify the role and responsibilities of the Business Manager.

Appointment of Business Manager

2. The BoD will appoint the Business Manager for a period of two years on years alternating with the election of the Directors. For example, if the Directors are elected in Y2003 and Y2005, the Business Manager will be appointed in Y2004 and Y2006.
3. The BoD will determine the selection method for the Business Manager. The BoD will also decide on the term of the contract with the Business Manager.
4. The incoming BoD is responsible to ensure that there is a suitable transition period between the incumbent Business Manager and the newly appointed Business Manager.

Removal of Business Manager

5. The BoD can remove a Business Manager by a majority vote of the BoD. The President shall ensure that a clause addressing the removal of the Business Manager is included in the contract with the Business Manager.

Remuneration of Business Manager

6. The BoD shall set the remuneration of the Business Manager.

Responsibilities of the Business Manager

7. The Business Manager is responsible for the day-to-day operation of the association. The specific responsibilities of the Business Manager are specified in the Job Description that shall be referenced by and attached to the agreement that is entered into between the HPAC/ACVL and the Business Manager, and further as is itemised in any and all individual PRDs.