

## 4 PRESIDENT AND CHIEF EXECUTIVE OFFICER TERMS OF REFERENCE

### 4.1 INTRODUCTION

The CEO is appointed by, and reports to, the Board and maintains open communication with the Board Chair and Board.

The CEO has a wide range of responsibilities and accountabilities that contribute to the overall achievement of the Company's business objectives. The CEO provides leadership, overall supervision, management and control of the operations of the Company on a day-to-day basis in accordance with the strategic plan and policies approved by the Board.

The CEO is responsible to develop and effectively implement the vision of the Company as necessary to realize the Company's business objectives, and maintain strong relationships with the Shareholder, clients and stakeholders.

### 4.2 DUTIES AND RESPONSIBILITIES

#### 4.2.1 Board of Directors

The CEO is responsible to ensure that the Board has all the information necessary to properly exercise its responsibilities. He/she reports to the Board on a timely basis, on all relevant information regarding the Company's operations, and develops and presents alternatives and recommends courses of action to the Board for its consideration.

#### 4.2.2 Stakeholder Engagement

The CEO is responsible to establish and maintain positive and productive relationships with local, national and international stakeholders. In this capacity, the CEO serves as primary spokesperson for the Company and promotes collaborative cooperation towards achieving a common vision. The CEO is expected to exercise influence and persuasion in the face of divergent objectives, and may be called upon to communicate negative or unpopular decisions.

#### 4.2.3 Strategic Planning

In collaboration with the Vice-Presidents, the CEO formulates and recommends to the Board the annual service plan. In accordance with guidelines published by the Crown Agencies Resourcing Office, the service plan identifies priority issues the Company will focus on, and the role that Partnerships BC will play. The CEO also presents operating and capital expenditure budgets to the Board for approval, and has overall accountability for achieving the Company's business objectives.

#### 4.2.4 Financial Management

In collaboration with the Vice-Presidents, and in particular the Vice President, Finance and Administration, the CEO develops an annual budget, prepared in the context of Partnerships BC's strategic plan, for recommendation to the Board.

The CEO ensures the efficient utilization of financial resources within established policies of the Company, making appropriate and timely financial and management decisions. He/she is responsible to ensure the use of an effective financial performance measurement system, and financial management and record-keeping and administrative systems to ensure efficient utilization of Partnerships BC's financial resources within the objectives, policies, plans and budgets established by the Board.

The CEO, in conjunction with the Vice-President, Finance and Administration, will report out on the Company's financial position and prepare operating forecasts on a quarterly basis. The CEO will also ensure that all reporting requirements of the Shareholder are met in a timely and appropriate manner.

#### 4.2.5 Corporate Policy

The CEO ensures that the Company's operations and activities are conducted in accordance with laws, regulations, the Company's Ethics and Conflict Policy, sound business practice, and any other policies and practices approved by the Board.

The CEO will also foster a corporate culture that promotes ethical practices and encourages individual integrity and social responsibility.

#### 4.2.6 Communications

The CEO ensures the effective communication of the Company's strategies, objectives and performance to create a positive Company profile. He/she develops and maintains positive and productive relationships with key stakeholders and acts as the Company's spokesperson.

#### 4.2.7 Human Resources

The CEO is responsible to manage the Company's compensation plan, consistent with policies and approvals from the Public Sector Employers' Council.

He/she leads staff in their achievement of business objectives with integrity, fairness and transparency. Providing strong and effective leadership to all employees, he/she creates an environment which attracts and retains appropriate talents. Providing leadership to the Vice-Presidents, the CEO ensures that Partnerships BC has a safe workplace environment and that all staff are motivated, guided and directed to contribute fully to realizing the Company's mission, vision, goals and objectives.

The CEO is also responsible to develop and maintain an effective organizational structure, and develop a Management succession plan.