


## 11 Delegation of authority

	Intended group:	CPE Vanier community
	Responsibility:	Board of Directors General Director
	Policy number:	12
Title: Delegation of authority		
Date effective: February 28, 2017 LATEST revision: May 23, 2021		

### Objective

To define the role and responsibilities of the members of the corporation and to give a clear outline of every member's role, responsibilities and duties of care, loyalty and adherence to the regulations and policies of the CPE.

### Definition

**Delegate:** If you delegate duties, responsibilities, or power to someone, to give them those duties, those responsibilities, or that power so that they can act on your behalf. <sup>1</sup>

**Authority:** An authority is an official organization or government department that has the power to make decisions.<sup>2</sup>

### Preamble

The delegation of authority defines and improves the effectiveness and efficacy of the operations of the corporation. The organizational chart (below) of CPE Vanier presents the order of the delegation of authority of its members.

### Policy

This policy applies to all members of the CPE Vanier community.

### Procedures

#### General Assembly Meeting

The members of the corporation elect the Board of Directors, approve changes to the by-laws and appoint the external auditor.

#### Board of Directors

The Board of Directors is the highest authority at the daycare and is responsible to oversee, promote and carry out all necessary steps for achieving the goals of the corporation in accordance with the letters patent, mission, vision, values, direction, legal and regulatory obligations of the Corporation.

Community Member (from business or institutional background): provides an external perspective

Committees: Created according to the needs of the CPE. E.g. Environment committee, special projects, etc.

#### Roles and responsibilities of the Board member positions:

<sup>1</sup> <https://www.collinsdictionary.com/dictionary/english/delegate>

<sup>2</sup> <https://www.collinsdictionary.com/dictionary/english/authority>

## **Chairperson**

The Chairperson is a parent user who is responsible to prepare, with the secretary and the Director General, the meetings of the Board of Directors

The Chairperson presides over the Board of Directors meetings and ensures that they run smoothly (following Robert's rules of Order):

- Ensures that a quorum is reached
- Ensures that the necessary documents have been received
- Ensures that the Board of Directors respects the rules of operation it has established through its policies, rules and regulations.
- Ensures that the items dealt with are within the competence of the Board
- Ensures that a valid decision is made (a decision is considered valid when made by a majority of the board members
- Represents the corporation in its external relations
- According to the powers conferred upon it by the general by-laws or by a resolution of the Board of Directors, signs documents on behalf of the Board of Directors, including documents that bind the legal person or the person designated by resolution.

***\*Resource tool provided for Chairperson: Robert's Rules of Order***

## **Vice-President**

The Vice-President is a parent user who is responsible to chair the Board in the event of the absence, disability, refusal or neglect of duty of the Chairperson. The Vice-President shall perform the duties associated with the chairperson, such as prepare for the Board of Directors' meeting.

The Board of Directors determines who can exercise such powers and perform the duties of the chairperson.

## **Secretary**

The secretary is a parent user who is responsible to keep the archives, books, records and minutes of the corporation which are kept at the head office of the corporation and is responsible to:

- Prepare the agenda in collaboration with the President and the Director General of the CPE
- Communicate the proposed agenda to the members
- Take the minutes
- Ensure that the minutes are signed
- Record the date and location of the meeting
- Record attendance and absences of the members at the Board meetings
- Record the approval of the agenda and minutes
- Record the wording of the resolutions and the names of the directors who moved and seconded the resolutions, as well as the members who voted for or against the resolutions
- Sign the correspondence of the corporation related to its function
- See to the maintenance of the registers (members, resolutions, incorporation)
- Certify the resolutions

## **Treasurer**

The Treasurer is responsible to:

- Develop budgets in collaboration with the Director General
- Prepare for meetings by reviewing documentation
- Present budgets, quarterly budget reports and follow-ups

- Prepare/review? various documents related to financial aspects to the Board of Directors
- Verify and sign for payments made for the financial operations of the CPE.

**Administrators** who are Parent users are responsible to:

- Receive notice of meetings
- Participate in meetings
- Receive the agenda and all necessary documentation prior to the meeting
- Have access to information regarding the functioning of the CPE activities which includes: Internal Rules, policies, regulations, human resources conditions and policies to administer the corporation of legal entity
- Participate in the decision-making process of the Board of Directors

**Community member** is, when possible, not a current parent user, and is responsible to:

- Receive notice of meetings
- Participate in meetings
- Receive the agenda and all necessary documentation prior to the meeting
- Have access to information regarding the functioning of the CPE activities which includes: Internal Rules, policies, regulations, human resources conditions and policies to administer the corporation of legal entity
- Participate in the decision-making process of the Board of Directors

**Staff member** is a permanent employee of the corporation who is responsible to:

- Receive notice of meetings
- Participate in meetings
- Receive the agenda and all necessary documentation prior to the meeting
- Have access to information regarding the functioning of the CPE activities which includes: Internal Rules, policies, regulations, human resources conditions and policies to administer the corporation of legal entity
- Participate in the decision-making process of the Board of Directors, excluding topics related to union matters and DG and Assistant DG human relation matters, or other discussions that could lead to conflict of interest

**Director General** is an employee of the cooperation and is responsible to:

- Work with the President, Secretary and Treasurer to prepare for Board meetings
- Prepare all necessary information and documents for Board members to make decisions for the corporation
- Receive notice of meetings
- Participate in meetings
- Receive the agenda and all necessary documentation prior to the meeting
- Have access to information regarding the functioning of the CPE activities which includes: Internal Rules, policies, regulations, human resources conditions and policies to administer the corporation of legal entity
- Participate in the decision-making process of the Board of Directors

## **Employees of the corporation**

### **Administrative staff**

#### **General Director**

Under the authority of the Board of Directors, the General Director plans, organizes, directs and manages and is responsible for all operational and administrative functions of the CPE. In particular, for the strategic

development, application of the Educational Program and management of the finances in accordance with the MF Guide - Descriptions d'emploi et compétences clés.

**Administrative Assistant Director**

Under the responsibility of the General Director, the Administrative Assistant participates in the overall coordination, administration and management of the financial, material and human resources of the CPE.

**Educational and support staff**

**Pedagogical Consultant**

Under the responsibility of the General Director, the Pedagogical Consultant provides guidance and support to the educators and revises the application of the educational program.

**Educator**

Under the responsibility of the General Director, the educator implements the educational program that includes activities aimed at the overall development of the children for which she is responsible, looks after the health, safety and well-being of the children and accomplishes tasks related to the position.

**Préposé**

Under the responsibility of the General Director, the préposé cleans, organizes daycare materials, delivers and prepares the delivery of lunch and snacks, stores food, and cleans and maintains dishes, utensils, equipment and workplaces.

Note: The feminine gender is used above to describe the functions for the purpose of lightening the text.

1989, c. 59, s. 2; 1996, c. 16, s. 2; 1997, c. 58, s. 60.

# CPE Vanier Organisational chart

