

**TERMS OF REFERENCE FOR THE CHIEF EXECUTIVE OFFICER**

**I. GENERAL**

- A.** The Chief Executive Officer (the “CEO”) is accountable for providing overall leadership and direction to ITA and for working in partnership with government, employers and learners to ensure that ITA fulfills the goals and objectives established by the Board.
- B.** The CEO reports to the Board of Directors.
- C.** The CEO attends and participates in Board meetings.

**II. RESPONSIBILITIES/ACCOUNTABILITIES**

**A. Board of Directors**

The CEO shall:

- i) Report to the Board on a current basis all relevant information regarding the Authority’s operations, including but not limited to financial, policy and personnel issues.
- ii) Provide expert counsel, advice and recommendations on issues and strategies to the Board on all matters affecting the business of ITA.
- iii) Ensure that members of the Board of Directors have the information necessary to exercise their governance responsibilities.
- iv) Act as a principal link between the senior management team and the Board.
- v) Provide the Board with exposure to the Authority’s senior management team.
- vi) Upon the appointment of each new Board member, provide background information on the Authority, the role of a Board member and the general issues facing the Authority at that time.

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**B. Strategic Planning**

The CEO shall:

- i) In collaboration with the Board, and in consultation with all stakeholders, lead a strategic planning process that develops a three-year business plan and provides a roadmap for the transformation of industry training in the province to a system that is focused on outcomes and meeting the needs of employers and learners. The strategic plan will set short-, medium- and long-term measurable objectives and strategies in order to achieve the vision.
- ii) Lead the implementation of the strategic plan including regular progress reports to the board, stakeholders and the general public.

**C. Service Plan for the Authority**

The CEO shall:

- i) Formulate and recommend to the Board an annual Service Plan for the Authority that will support the achievement of the objectives established in the Strategic Plan.
- ii) Submit to the Board periodic analysis of progress in achieving objectives, setting out rationale for variances and recommends modifications of the Plan for remainder of year.

**D. Annual Objectives for CEO**

The CEO shall:

- i) In the context of the organization's strategic and operating plans, recommend annual personal performance objectives for the CEO to the Board.
- ii) Report on progress against those objectives quarterly and annually.
- iii) Conduct a parallel performance management process with the executive management team reporting to the CEO.

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**E. ITA Policies, Programs and Services**

The CEO shall:

- i) Within the context of the ITA's Strategic Plan, recommend new and revised policies, programs and services to the Board in order to meet the changing needs of employers and learners.
- ii) Facilitate and lead change and innovation in the organization.
- iii) Develop and expand the system of provincially recognized credentials for designated trades and occupations.
- iv) Develop and propose to the Board key changes to designations, credentials, programs and certification.

**F. Relationships with Stakeholders**

The CEO shall:

- i) Develop and maintain effective senior level relations with employers, learners, education and training providers, labour, government, and other stakeholders with an interest in the Authority.
- ii) Maintain a visible presence among all stakeholder groups.
- iii) Ensure all stakeholders are well informed regarding the Authority's goals and objectives.
- iv) Maintain a position of the highest credibility and impact with all key publics so as to facilitate the resolution of a broad range of issues.

**G. Organization and Management of Staff**

The CEO shall:

- i) Develop, for the approval of the Board, an effective organization structure that reflects operational needs and prescribes the authority and responsibilities of staff as they relate to the accomplishment of specific objectives and priorities.

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- ii) Develop and oversee progressive human resource policies and programs that contribute to employee motivation and development and support the Authority's ability to hire and retain quality staff.
- iii) Foster an environment of fair treatment to employees through effective selection, development, motivation and appraisal systems.
- iv) Ensure the safe and efficient operation of the Authority.
- v) Ensure that the Authority's operations and activities are conducted in accordance with laws, regulations, the Code of Conduct and Conflict of Interest Policy, and policies and practices approved by the Board.

**H. Human Resources Leadership**

The CEO shall:

- i) Provide strong and effective leadership to the staff of the Authority in order to capitalize on the full potential of this most critical resource.
- ii) Communicate, motivate, guide and direct all those involved with ITA to contribute fully to the realization of the Authority's mission, goals and objectives.
- iii) Foster a corporate culture that promotes ethical practices and encourages individual integrity, accountability and social responsibility.
- iv) Approve acceptance of outside Board appointments by members of senior management.

**I. Communications**

The CEO shall:

- i) Ensure the flow of accurate and timely communications to and from the Board and its Committees and the Authority's stakeholders.
- ii) Oversee and annually review a comprehensive communication program that supports the Authority's overall goals, objectives and strategies.

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- iii) Act as principal spokesperson for the Authority.

**J. Trends in the Industry**

The CEO shall:

- i) Keep abreast of trends and developments in industry training.
- ii) Recommend new and innovative approaches that could enhance the performance of the Authority.
- iii) Maintain an up-to-date knowledge of the BC labour market in order to identify, monitor and assess the needs of the labour market for skilled persons.

**K. Financial and Administrative Management**

The CEO shall:

- i) Develop and present to the Board an annual budget.
- ii) Implement effective administrative systems to ensure the efficient utilization of the financial resources of the Authority within the objectives, policies, plans and budgets established by the Board of Directors.
- iii) Direct the use of proper internal audit, financial management and record keeping systems of the Authority.
- iv) Authorize the commitment of funds against capital and operating plans.
- v) Authorize the commitment of ITA resources and enter into agreements, contracts, leases, etc. in the ordinary course of ITA's business, provided however, that major commitments and exposures shall be reported to the Board on a timely basis.

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**L. Risk Management**

The CEO shall

- i) Oversee the identification of the principal risks of the Authority's business and the implementation of appropriate systems to manage these risks.
- ii) Ensure the integrity of the internal control and management systems.