

Bill Reid Foundation
Area: Relations Policies
Specific: Role & Duties of the Director and CEO

Date Adopted: September 24, 2015

Reviewed: October 19, 2017

Subject to the direction of the Board the Director and CEO's duties shall include, among other responsibilities:

1. Manage all activities of the Foundation and the Bill Reid Gallery including all staff and consultants;
2. Act as a spokesperson for the organization.
3. Provide executive leadership of the strategic planning process.
4. Oversee and assist with the organization of all Board and Committee Meetings.
5. Be an ex-officio member of all committees and the Boards of the BRT and the BRF.
6. Follow existing policies and procedures to recommend prospective Board and committee members for consideration.
7. Provide executive leadership of fundraising efforts for the Foundation.
8. Lead and/or supervise, review and contribute to the preparation of requests for grants and sponsorships from governments and foundations and other potential funding sources.
9. Act as a signing officer at the bank and on applications, reports, and other materials as required.
10. Promote the organization and its well-being.
11. Communicate effectively with the Boards, Committee Members, Donors and Members of the Foundation.
12. Become familiar with the Constitution, By-laws and all Agreements for the BRT and the BRF, abide by their terms, and or make recommendations for changes as appropriate.
13. Negotiate contracts with staff and consultants as required.
14. Prepare and/or supervise the preparation of operating and project budgets.
15. Maintain system of cost control to assure that all expenditures received prior approval (when required) and are within approved budgets.
16. Identify any conflicts of interest that potentially exist between the individuals businesses and or areas of interest and the BRT and/or the BRF.
17. Take all necessary steps to accomplish the following main objectives of the BRF:
 - a. Beneficially oversee the custody, care and provision of public access to the Simon Fraser University Bill Reid Collection, pursuant to the Management Services Agreement with SFU and provide the same oversight and due diligence for the BRF's Collection 2
 - b. Effectively operate the Gallery
 - c. Assist with the establishment of an Endowment Fund
 - d. Fund and mount temporary exhibitions.
18. Continue to promote and support the Indigenous mentoring and leadership initiatives. Act, when required, as a mentor to identified Indigenous leadership candidates within the organization.

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19. Work with Boards to draft a Strategic Plan every three years, or as required, that is presented for the Board's approval, and which will be used to inform and guide operating plans. The Strategic Plan will be reviewed annually or with the occurrence of any significant change in the environment.
20. Exercise such further powers and perform such other duties as may be assigned by the board.