

Fair Trade Vancouver Terms of Reference for Executive Director

Overview:

The Executive Director is responsible for the strategic direction and planning for the Fair Trade Vancouver organization, as well as the management and coordination of the organization's strategic activities and programming. The Executive Director has a number of spokesperson and liaison duties as the most appropriate representative of the organization. The Executive Director's term runs for a 12-month period with the possibility of renewal.

Responsibilities of the Executive Director:

- To be the Fair Trade Towns Project Coordinator and the liaison to Fairtrade Canada and other Fair Trade organizations
- To be the primary public spokesperson for the organization, but may assign speaking engagements to other directors where appropriate or practical
- To act as the business and administrative leader of the society
- To be responsible for the appointment of all staff/interns, office volunteers, etc. This may be done in consultation with the Board of Directors for senior staff positions.
- To act as a senior advisor on policy matters to the Board of Directors, and have responsibility for the effective implementation of the Strategic Plan and policies established by the Board.

Appointment of the Executive Director:

The Executive Director (ED) is appointed by the Board of Directors (BOD) as the business and administrative leader of the society. The BOD appoints the ED by making a call for applicants, reviewing the applications and jointly voting to appoint the most suitable applicant based on criteria such as, but not exclusively:

- fit with the organization
- leadership skills
- organizational skills
- demonstrated knowledge of Fair Trade
- demonstrated knowledge of international development
- administrative ability

Role of the Executive Director:

The ED endeavours to attend all Board of Directors meetings. Regular attendance is important in maintaining continuity in discussions and in the decision-making process.

The Executive Director of the society is an ex-officio member of the Board of Directors. The ED has a voice, but no vote at all directors' meetings except at general meetings.

I have read and understood these terms of reference:

ED Full Name

Full Name of Current FTV President

Signature

Signature

Date Signed

Date Signed

Date of Appointment