

EXECUTIVE DIRECTOR: MONITORING5 REPORT DATE: April 2021
Executive Director Limitations and Expectations Policies Jan - Apr Review



Item	Compliant	Non Compliant	Comments – date of expected compliance
TACTICAL & FINANCIAL PLANNING			
The ED may not:			
Plan for the expenditure of more operational or capital funds than are reasonably projected to be received in the year(s) included in the plans	✓		
Submit a Budget and Sport Profile to Sask Sport that has not been approved by the Board of Directors	✓		Will need to submit revised budget
The ED must present a financial/tactical plan that:			
Complies with the strategic plan and priorities in its allocation of resources	✓		
Takes into account the advice and direction of Technical staff	✓		
Contains enough detail to enable accurate monitoring, including accurate projections of income and expenditure, the separation of capital and operational items, cash flow and audit trails	✓		
Anticipates need for a contingency plan if revenue projections are reduced	✓		
FINANCIAL CONDITION			
The ED may not:			
Expend more operational funds than have been received in any financial year,	✓		
Expend funds on operations not included in the Strategic Plan	✓		
Expend funds in ways that violate Sask Sport requirements	✓		
Transfer funds from spending blocks in excess of 10% of the total of the block without notifying the Board.	✓		
The ED is expected to:			
Maintain all of Dive Sask's accounts in a timely manner in compliance with generally accepted accounting practices	✓		
Notify the Board in a timely manner of any financial event which could affect the financial security of Dive Sask	✓		
If the financial condition violates these limitations, provide a plan for regaining compliance at the same time that the violation of limitations is reported	✓		
Continue to comply with the Tactical and Financial Planning policy in any revision of the plans	✓		
CAPTIAL EXPENDITURES & ASSETS			
The ED may not incur capital expenditure:			
In excess of funds specifically given as restricted funds	✓		NA
For items which are not required for the normal operations.	✓		
Which, while otherwise fulfilling the two forgoing, exceed \$1000 per expenditure	✓		
The ED is expected to:			
Report all purchases when this policy is monitored	✓		
Maintain a reasonable level of property and liability insurance	✓		
Take all reasonable steps to minimize fraud, losses and liability claims	✓		
Maintain net assets above a level sufficient to meet Dive Sask's liabilities	✓		
Plan for the replacement of depreciating capital assets	✓		

RESTRICTED OR DESIGNATED FUNDS**The ED may not:**

Spend restricted funds for a purpose other than that for which they were restricted

✓

The ED is expected to:

Consult the donor before disposing of or moving restricted assets outside of the restriction before the end of its normal economic life

✓

NA

BANKING OPERATIONS**The ED may not:**

Open, close, or amend a bank account in the name of Dive Sask

✓

Enter into a loan or overdraft agreement on behalf of Dive Sask.

✓

Would like to open a Dive Sask credit card acct

Issue cheques with fewer than two authorized signing officers, one of whom is a member of the Board

✓

STAFF & VOLUNTEER TREATMENT**The ED may not:**

Impose work expectations on any staff member that has not been negotiated, agreed and confirmed in writing

✓

Contravene current human rights, employment standards, and other legislation.

✓

Hire and/or fire staff without approval of Board of Directors

✓

The ED is expected to:

Respond to staff and volunteer concerns promptly

✓

Recommend adequate financial compensation for the level of responsibility that person holds

✓

Provide annual performance evaluations which indicate areas of success and/or concern in the employee's individual job performance

✓

Ensure each staff member has a written Relationship description and clear work plan including goals and timelines

✓

Report any HR issues related to the HP Coaches to the respective clubs as per the Tri-party agreement

✓

Report any significant HR issues to the Board of Directors

✓

BOARD GOVERNANCE SUPPORT**The ED is expected to:**

Attend all Board meetings

✓

Ensure that monitoring information is made available to the Board or committee in a timely, accurate, understandable and comprehensive manner

✓

Comply with the regulatory guidelines set out in current leg.

✓

MANAGING RISK**The ED may not:**

Cause or allow risk to exceed the limits negotiated with the Board in the Critical Risk Factors

✓

The ED is expected to:Work with the Board and its committees to identify areas of risks and indicators to assess risk
Negotiate limits of risk tolerance for each risk indicator

✓

Prepare internal reports for the Board or its committees to monitor risk according to the monitoring schedule

✓

Notify the Board or the appropriate committee of any risk not covered by the Critical Risk Factors that may harm Dive Sask, its ministry or its stakeholders

✓

Need to do a full risk assessment

Identify, manage and monitor all critical strategic and operational risks, putting plans in place to address known exposures

✓

Focus on reputation management through continuous assessment of external and internal vulnerabilities, ensuring that public goodwill is preserved in all respects	✓		
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