1.0 Authority:

In accordance with Section 12 of The Speech-Language Pathologists and Audiologists Act regarding Executive Director (ED):

- The council shall appoint a registrar and an executive director.
- The council may engage any employees that the council considers necessary to carry out the duties and functions of the association.
- Subject to this Act and the bylaws, the council shall determine the duties, responsibilities and remuneration of employees of the association.

2.0 Functions:

- In collaboration with the Council Secretary, notify members of regular and special meetings and send out to members appropriate information and documentation prior to any special or annual meeting as required by Bylaw I Section 10(b);
- In the case of a discipline hearing, send a copy of the formal complaint to the member whose conduct is the subject of the hearing and notify him or her of the date, time and place of the hearing as required by S. 26(1) of the Act;
- In the case of an appeal, file a true copy of the formal complaint and notice served or report of the professional conduct committee, the transcript of evidence presented to the discipline committee and the decision and order of the discipline committee with the local registrar as required by S 32(2) of the Act;
- Submit member register information to the Minister of Health as required by S. 44.2 of the Act;
- Act as an ex officio member of the Council (non-voting);
- Attend all Council meetings and the annual general meeting;
- Ensure responsibilities are met in the areas of Leadership & Governance, Administration and Management, Communications and Public Relations, Advisor and Support as well as Acting Registrar (when required) as per Governance Structures Policy IV No. B1.2;
- Other duties as assigned.

3.0 Meetings

3.1 Frequency

- The ED shall attend all meetings of the Association which shall include no fewer than five meetings with the SASLPA council as well as annual and special meetings held during the term of the ED.

3.2 Location

- Meeting location shall be as determined by council and may include such venues as telehealth and tele/videoconference.

3.3 Decision-Taking/Voting Procedures

- The ED has no voting entitlement.
3.4 Minutes:
- The association shall keep minutes of all council meetings. The minutes shall be available for inspection by any member on reasonable notice during normal business hours.

4.0 Expenses:
4.1 Budget:
- The ED is entitled to reimbursement of all costs associated with meetings for SASLPA and shall be reimbursed by SASLPA as per policy # IV A.2 in the SASLPA policy and procedure manual.

4.2 Operating Costs:
- The registrar is entitled to reimbursement of all operating costs associated with the position and shall be reimbursed by SASLPA as per policy # IV A.2 in the SASLPA policy and procedure manual.
- Remuneration is to be paid from the general funds of the association.

5.0 Commitment:
- In accordance with the SASLPA Contract of Employment: Executive Director.

6.0 Accountability:
- The ED shall be accountable to the Council of the Association.
- The President, with input from the Council, shall conduct an annual performance appraisal (see appendices ___ for the ED Annual Review).