



# Administrative Guidelines

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The administrators with responsibility for each of the primary functional units in the district comprise an "Executive Team" that reports to the Superintendent.

The Superintendent convenes regular meetings of the Executive Team to discuss district issues, seek advice and ensure communication and collaboration amongst the various functional units in the district. Meetings of the Team provide a forum for discussion of challenges and opportunities that its members encounter in fulfilling their individual responsibilities. Minutes are taken and shared in-camera with Trustees to provide them with a window onto the daily operations of the school district.

The Executive Team is not a decision-making body. It is a forum for deliberation and support that contributes to well-informed and carefully-considered actions by its members, and to well-integrated actions within the District as a whole. Members of the Executive Team accept responsibility for supporting each other through their collaboration. This enhances the effectiveness and efficiency of all the functional units for which they are

The responsibilities of members of the Executive Team are shown in the Executive Team Organizational Chart. The members of the Team responsible for service functions will prepare similar organizational charts that define the lines of responsibility within the functions for which they are responsible.

In defining lines of authority and preparing organizational charts, members of the Executive Team will be guided by the following principles. Each member of staff:

will be told clearly to whom s/he is responsible and for what;

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