



The CEO is responsible to the Board. The Board and the CEO work together to develop policies and plans consistent with the mandate as expressed by the Shareholder. Approvals of policies and plans are the responsibility of the Board. The Board ensures that information is exchanged with Ministry and Crown Agencies Secretariat officials on a timely basis and that all reporting and information sharing requirements are met. The Board is responsible to ensure the CEO is not subject to political interference.

The CEO is accountable to the board for:

- Contributing to the development of annual goals and objectives;
- Ensuring that Commission procedures and overall management are designed in accordance with established board policy; and
- Keeping the Board informed of existing or impending Board policy issues.

To enhance and participate in the common goals and objectives of the PCC, the CEO will:

- Provide overall leadership and management of the PCC, as both a financially strong and socially responsible organization.
- Manage the PCC in accordance with the Public Service Commission standards in matters relating to staff and Ministry standards in the area of general administration.
- Establish an effective working relationship with the Board of Directors and provide support and consultative advice regarding all aspects of the PCC's operations.
- Keep the Board members abreast of current issues, opportunities and potential risks to the PCC.
- Meet regularly and as required with Directors to view material issues and to ensure that the Board is provided, in a timely manner, with all information necessary to permit the Board to fulfill its statutory and other obligations.

Duties and Responsibilities will include:

a) *Operations*

- Develop and implement operational policies, strategic plans, and Annual Operating Plans to guide the PCC within the limits prescribed, delegated authority, and the framework of the strategic directions approved by the Board.
- Operate the PCC within established policies, maintain a regular policy review process, and revise or develop policies for presentation to the Board.
- Ensure the PCC operates within all regulatory requirements of a Crown Corporation.
- Ensure the PCC operates within approved budgets and operating plans.
- Keep abreast of issues which may significantly impact the PCC.
- Ensure the PCC meets audit requirements.

b) *Human Resources*

- Create and maintain an organizational environment that promotes positive staff morale and performance.
 - Ensure effective human resources programs are developed and maintained to support the strategic goals of the PCC (includes recruiting, performance management, training, succession planning, employee relations, and compensation).
 - Direct, motivate and maintain a competent, well-trained, flexible and responsive staff capable of meeting current and future needs.
 - Develop and recommend the overall PCC organizational structure and staffing to the Board.
 - Develop and maintain an annual Board-approved plan for the development and succession of management.
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