

<b>Policy Name:</b>	<b>POSITION DESCRIPTION – EXECUTIVE DIRECTOR</b>		
<b>Policy Number:</b>	<b>GOV-402</b>	<b>Formerly</b>	<b>BG-401</b>

 West Elgin Community Health Centre	<b>Creation Date:</b>	<b>Reviewed Date:</b>	<b>Approved by:</b>
	<b>October 1996</b>	<b>June 2021</b>	<b>Board of Directors</b>

**SUMMARY**

The Executive Director will be head of staff and volunteers, with the exception of the volunteer Board of Directors, and will be responsible for the general and active management of the business of the West Elgin Community Health Centre (the “Centre”). All staff and volunteers, with the exception of the volunteer Board of Directors, will ultimately report to the Executive Director.

The Executive Director will have a job description approved by the Board of Directors (the “Board”), which will be reviewed and updated on a regular basis by the Governance committee on behalf of the Board

The Executive Director will report directly to the Board on behalf of all staff and volunteers.