

# Riverside School Board

<b>By-law Name:</b>	By-law 7: Delegation of Authority to the Assistant Director General
<b>By-law Number:</b>	B412-20120221
<b>Date Approved by Council:</b>	February 21, 2012
<b>Date of Next Review:</b>	3 years from approval by Council

## 1. Preamble

The Council of Commissioners delegates to the Assistant Director General, under the authority of the Director General, the following functions, rights, powers and obligations and the responsibility to render an account of their management to the Director General.

This by-law should be read in conjunction with the "Policy on Purchasing of Goods and Services and Disposal of Obsolete Equipment" which contains additional related information.

In this text, the masculine gender is used simply for ease of expression.

## 2. Functions, rights, powers and obligations delegated

### 2.1 General provisions

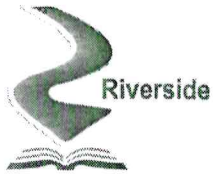
2.1.1 While necessary, the Assistant Director General will act on behalf of the Director General and will assume the functions, rights, powers and obligations delegated to the Director General in accordance with By-Law 4 of Riverside School Board. The Assistant Director General will, during the period of time in question, render an account of such management to the Council of Commissioners.

2.1.2 The Council reserves the right to recall, by Board resolution, any item delegated to the Assistant Director General.

### 2.2 Human Resources Management

2.2.1 The Assistant Director General determines the function(s) of the staff under his responsibility.

2.2.2 The Assistant Director General determines whether the probationary period of a staff member under his responsibility has been successful.



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- 2.2.3 The Assistant Director General hires temporary staff, as required, within the budget under his area of responsibility.

## **2.3 Financial and Material Resources Management**

- 2.3.1 The Assistant Director General prepares and manages the budget within his area of responsibility and renders an account thereof.

- 2.3.2 The Assistant Director General may delegate, to other management personnel in the service, the authority to approve expenses or to carry out commitments for sums not exceeding \$5,000 within the budget that is under their responsibility;

## **2.4 Corporate and General Management**

- 2.4.1 The Assistant Director General is authorized to conclude agreements or undertake expenses for matters under his purview for amounts not forecast to exceed the maximum amount specified by Board Policy.

- 2.4.2 The Assistant Director General is authorized to consult legal counsel for matters under his purview for amounts not forecast to exceed the maximum amount specified by Board Policy.

## **3. Coming into Force**

This by-law comes into force upon its adoption by Council and subsequent public notice, as provided for under Chapter V Division IX of the Education Act. It is to be available to be viewed by the public at the Board offices during regular working hours.



This By-Law # 7 – Delegation of Authority to the Assistant Director General, was adopted at the Council of Commissioners on February 21, 2012.

Signed, in accordance with Section 396 of the Education Act, at Saint-Hubert, Quebec.

  
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Moira Bell, Chairman

  
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Denise Paulson, Secretary General