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Faculty Association of
the University of Waterloo

Executive Manager Policy

This is a Class M Policy.

Purpose

This Policy establishes the role of the Association's Executive Manager in the Association's affairs and places them in relation to the rest of the staff. This anchors staff responsibilities within a legal and democratic social contract and helps define the responsibilities, scope, governance, and operational framework of the organization's volunteers and staff. This Policy also protects the Executive Manager by stating the conditions under which they may be removed.

Provisions

An Executive Manager shall serve as the Chief Administrative Officer of the Association. The Executive Manager shall be responsible for the administration and operations of the Association and shall exercise such authority and perform such duties as are delegated by the Board in furtherance of the purposes of the Association.

The Executive Manager shall report to the Board of Directors through the President. All employees of the Association shall report to the Executive Manager. The Executive Manager shall have authority over the supervision, direction, evaluation, professional development and management of staff, subject to the policies of the University and oversight of the Board.

The Executive Manager may be removed by resolution of the Board of Directors in accordance with applicable employment law and the policies of the University. No individual officer of the Association shall have unilateral authority to remove the Executive Manager.

The Executive Manager, and the other employees of the Association, shall disclose any actual or potential conflict of interest. Where a conflict arises, the conflicted person shall refrain from participation in related decision-making and shall comply with any direction issued by the Board.

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Approved by the FAUW Board of Directors October 15, 2026

Policy Version Control

Approval Date	Summary of Changes	Approving Body
October 15, 2026	New Policy	FAUW Board of Directors