

Policy name: staff relationship	Date approved: April 14, 2009 Revised September 9, 2010
Policy type: Executive/staff relations	Review date: 2012-2013
Purpose of this policy: This policy outlines the Executive's relationship to the Executive Secretary and the Conference staff.	

The Executive's sole official connection to the operational organization, its staff and work will be through the Executive Secretary.

1. The Executive Secretary is authorized to establish operational policies, take actions and develop activities which are faithful to the Conference's Mission/Ends policies, except for those limitations noted in the Executive Secretary Limitations policies.
2. Decisions or instructions of individual Executive members are not binding on the Executive Secretary except when explicitly authorized by the Executive.
3. The Executive Secretary shall be responsible for...
 - a) carrying out the policies of the Executive;
 - b) reporting on compliance with Executive policies;
 - c) providing resources and information for Executive Decision-making;
 - d) ensuring that the requirements of *The Manual* and published General Council policies are followed.
4. The Executive Secretary shall be appointed, supervised and released following General Council personnel policies. Salary and benefits shall follow General Council policies.
5. The Executive Secretary is accountable to the Executive and to the General Council through the supervisor appointed by the General Council.
6. All Conference staff are accountable to the Executive Secretary and report directly or indirectly to the Executive Secretary, in accordance with General Council human resources policies.
7. The Executive Secretary shall determine staff responsibilities with respect to General Council areas of work.
8. The Executive Secretary will consult the Presbyteries regarding work plans for the Conference staff deployed to the Presbyteries, and will solicit opinions from diverse voices in performance evaluations of all staff. (2010)
9. Conference staff are not directly accountable to any Conference committees or Presbyteries or Presbytery committees, task groups, Commissions, etc.

10. Executive, Presbyteries and any committees, task groups, Commissions, etc. will not assign work to persons who report directly or indirectly to the Executive Secretary.

11. Executive and Presbyteries will not hire, release, supervise or evaluate directly any Conference staff.

12. The Executive Secretary will be consulted on all personnel contracts except those in the pastoral relations system.

