

# Oregon Tilth

## Executive Expectations and Assurances Policies

### EEA-1 COMMUNICATION, ED SUCCESSION, AND SUPPORT TO THE BOARD

DATE OF ADOPTION: 11-04-2017

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The Executive Director will ensure that the board is informed and supported in its governance work for the organization.

- EEA-1.1            The E.D. will ensure the board is informed that the organization is in alignment with the current strategic plan and will keep the board informed if there is departure from the strategic plan.
  
- EEA-1.2            The E.D. will submit monitoring reports for their performance annually. All reports shall be submitted in a concise manner.
  - EEA-1.2.1        The E.D. will notify the board when they believe the board is out of compliance with their own policies.
  
  - EEA-1.2.2        A schedule for monitoring report submissions will be determined by the board president and the E.D.
  
- EEA-1.3            The E.D. will ensure that the board has adequate information on issues and decisions in order to act in the interest of the organization.
  - EEA-1.3.1        The board will be kept informed of any possible anticipated public controversy or adverse media coverage, and threatening or pending lawsuits.
  
- EEA-1.4            The E.D. will develop a succession plan in the event of a short term absence (one to three months) and a long term replacement.
  
- EEA-1.5            The E.D. will ensure that the board has the administrative support it needs to perform its duties and that meeting arrangements are pleasant and convenient.
  - EEA-1.5.1        The E.D. will not provide any privileges to individual board members except as established by the board's policies.

Monitor annually.

# Oregon Tilth

## Executive Expectations and Assurances Policies

### EEA-2 FINANCIAL PLANNING & BUDGETING

DATE OF ADOPTION: 11-04-2017

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Good financial planning and annual budgeting is one of the primary responsibilities of a Board of Directors and is managed by the Executive Director.

EEA-2.1            The Executive Director shall ensure that an annual budget is submitted to the board for review and approval that incorporates the following:

EEA-2.1.1            A projection of revenues and expenses

EEA-2.1.2            Explanation of planning assumptions.

EEA-2.2            The Executive Director shall ensure that the budget includes adequate funds to support the Board of Directors in their governance responsibilities.

EEA-2.3            The Executive Director shall provide a detailed annual budget within the context of a multi-year financial plan crafted to ensure the fiscal success of the organization.

Monitor annually

# Oregon Tilth

## Executive Expectations and Assurances Policies

### EEA-3 ASSET PROTECTION

DATE OF ADOPTION: August 2017

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The Executive Director will ensure that all the assets of Oregon Tilth are protected from liability, well-maintained and not unnecessarily put at risk.

- EEA-3.1      The Executive Director shall ensure that all board members, staff, and the organization itself are adequately insured against theft, casualty, and liability losses and shall maintain fidelity bond insurance.
  
- EEA-3.2      The E.D. will not unnecessarily expose the organization, its board or staff to claims of liability.
  
- EEA-3.3      The E.D. will ensure that all intellectual property, information and files are not exposed to loss or significant damage.
  
- EEA-3.4      The E.D. shall ensure that the intangible assets of the organization—its reputation, credibility and public image are not unnecessarily diminished or endangered.
  
- EEA-3.5      The E.D. shall not change the name of the organization or substantially alter its identity in the community unless endorsed by the board.
  
- EEA-3.6      The E.D. shall not create or purchase any subsidiary corporation unless endorsed by the board.
  
- EEA-3.7      The E.D. shall not take action on the following issues involving organizational assets without an approval vote by Oregon Tilth members:
  - EEA-3.7.1      A transfer of substantially all of the corporate assets
  
  - EEA-3.7.2      A merger
  
  - EEA-3.7.3      A dissolution

Monitor annually

# Oregon Tilth

## Executive Expectations and Assurances Policies

### EEA-4 FINANCIAL CONDITION AND ACTIVITIES

DATE OF ADOPTION: August 2017

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It is the responsibility of the Executive Director to ensure that Oregon Tilth is a financially healthy organization with good financial management and practices.

- EEA-4.1 The Executive Director shall ensure that the organization meets the accepted financial management and practices of a non-profit organization and meets or exceeds generally accepted accounting practices (GAAP).
- EEA-4.2 The E.D. shall ensure that the Board has an annual independent audit of the organization's financial systems and processes and the results are reported to the board.
- EEA-4.3 The Executive Director will be in compliance with all policies and procedures outlined in the *Fiscal Policies and Procedures Manual* and shall report any items or situations that are out of compliance.
  - EEA-4.3.1 The Executive Director will annually review and report to the Board Finance Committee on the organization's compliance with its *Fiscal Policies and Procedures Manual*. This will include identifying any updates or additional sections necessary.
- EEA-4.4 The Executive Director will provide the Board Finance Committee with monthly financial statements, including a Profit & Loss Statement, a report comparing YTD Actuals v. Budget v. Previous Year figures, and a Balance Sheet.
  - EEA-4.4.1 The E.D will provide the full board with quarterly statements to include the same items cited in EEA-4.4.
- EEA-4.5 The Executive Director shall not use any long-term reserves or board-restricted funds without board approval.
- EEA-4.6 The E.D. will not make a single purchase or commitment of greater than \$20,000 outside the approved budget without board approval. Splitting orders to avoid this limit is not acceptable.

Monitor annually

# Oregon Tilth

## Executive Expectations and Assurances

### EEA-5 TREATMENT OF STAFF

DATE OF ADOPTION: 11-04-2017

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Oregon Tilth strives to employ productive, efficient people who are qualified for their job, enjoy their work and want to contribute to the fulfillment of the organization's mission. Oregon Tilth wants a work environment that is fair, clear and equitable and where everyone is treated with respect and dignity.

- EEA-5.1 The E.D. will ensure that OT has clear, complete, and current personnel policies. These policies will be available to every employee, to be read and signed upon their employment. Employees will also be made aware of changes to personnel policies.
  - EEA-5.1.1 Personnel policies must include an effective and unbiased method for all employees to deal with grievances.
  - EEA-5.1.2 The E.D. will not retaliate against any staff member for expression of dissent and will work to ensure such issues are dealt with satisfactorily and promptly.
  - EEA-5.1.3 The E.D. will not imply permanent or guaranteed employment.
- EEA-5.2 The E.D. will ensure that there is an effective method for a fair evaluation of all employees' professional performance.
- EEA-5.3 The E.D. will ensure that all staff is prepared to deal with emergencies.
- EEA-5.4 The E.D. will ensure that employees are provided sufficient opportunity for professional development.
- EEA-5.5 The E.D. will ensure that compensation and benefits do not deviate materially from the geographic or professional market for the skills of employees, and they are fair and equitable.
  - EEA-5.5.1 The E.D. must provide a basic level of benefits to all employees.
  - EEA-5.5.2 The E.D. will not be treated differently than other staff regarding compensation and benefits.

Monitor annually

# Oregon Tilth

## Executive Expectations and Assurances

### EEA-6 CUSTOMER SERVICE

DATE OF ADOPTION: 11-04-2017

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The E.D. will ensure that all interactions with customers are based on the values of integrity, respect and safety.

Customers are defined as those people or entities that directly receive goods or services from Oregon Tilth, including, but not limited to, certified entities, Oregon Tilth members and those who participate in Oregon Tilth educational programs.

- EEA-6.1 The E.D. shall ensure that Oregon Tilth only requests information from customers that is clearly necessary to offer services and that it is used only for the purpose for which it was collected.
  - EEA-6.1.1 Methods of collecting, reviewing, transmitting and storing customer information shall protect against inappropriate access to the information.
  - EEA-6.1.2 Customer information will not be sold to a third party.
  - EEA-6.1.3 Customers shall not be contacted regarding anything that is not pertinent to Oregon Tilth's mission, activities or values, or for the direct personal gain, financial or otherwise, of any employee or contractor.
  - EEA-6.1.4 Third parties can only use shared customer information provided by Oregon Tilth when they have ensured the information is properly protected and will be used exclusively for the designated purpose of sharing mission-aligned information and/or opportunities.
- EEA-6.2 The E.D. will ensure that all facilities utilized by OT have appropriate accessibility and privacy.
- EEA-6.3 The E.D. shall ensure that all customers know what may be expected from OT services.
- EEA-6.4 The E.D. shall ensure that certification policies are fair and impartial towards any party significantly concerned in the certification system.
- EEA-6.5 The E.D. shall ensure that all certification policies are in compliance with all applicable standards.
- EEA-6.6 The E.D. shall ensure that all customers are informed of OT's assurances of privacy, and there is a complaint process in place.

Monitor annually and by direct inspection

# Oregon Tilth

## Executive Expectations and Assurances

### EEA-7 GRANTS

DATE OF ADOPTION: 11-04-2017

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The E.D. will ensure that all grant programs and gifts granted are:

EEA-7.1            in alignment with the current strategic plan

EEA-7.2            reviewed/approved by the board

EEA-7.3            provided to recipients that have the capacity and competency to produce acceptable results.

Monitor annually