

## **Executive Limitations**

### **1.0 Introduction**

This policy is intended to guide the Administrative and Operations Managers of KCR in the limitations placed on their authority by the Board of Directors and by the Rules of the Co-op.

#### **1.1 Related Policies and Documents**

- Rules of the Co-op
- Manager Job Descriptions
- All policies of the Co-op
- The Board Manual

### **2.0 Limitations**

**2.1 In general**, the managers may not:

- 2.1.1 Place the existence and operation of the station in jeopardy.
- 2.1.2 Fail to keep the board informed of anything that in their knowledge might potentially jeopardize the existence and operation of the station.
- 2.1.3 Violate the rules and principles of the Co-op.
- 2.1.4 Place themselves in a conflict of interest.
- 2.1.5 Fail to exercise discretion when discussing matters that are potentially harmful or disruptive to members of the co-op.

**2.2 In financial matters**, the managers may not:

- 2.2.1 Spend more than \$1500 on any single item or service without the consent of the Finance Committee.
- 2.2.2. Spend money on an expense category not itemized in the current annual budget.
- 2.2.3 Fail to report an impending budget deficit or financial crisis to the Finance Committee.
- 2.2.4 Fail to pay payroll remittances, property taxes, mortgage payments, and any other payment required by law.

**2.3 In programming matters**, the managers may not:

2.3.1 Allow programming that is inconsistent with KCR's mission statement and programming objectives or that contravenes the terms of our CRTC licence.

**2.4 In personnel matters**, the managers may not:

2.4.1 Hire or dismiss (except for just cause) Type Two employees without consultation with the Personnel Committee and the Finance Committee

2.4.2 Fail to keep the board informed of the imminent hiring or dismissal of a Type One employee or a contractor.

2.4.3 Work with volunteers in a manner which is unfair, disrespectful or inconsistent with cooperative principles.

2.4.4 Fail to pay employees on time and at the agreed rate.

**2.5 In technical matters**, the managers may not:

2.5.1 Fail to maintain essential broadcasting equipment.

**2.6 With regard to assets and premises**, the managers may not:

2.6.1 Allow KCR assets to be unprotected by adequate insurance.

2.6.2 Allow KCR premises to be unprotected by adequate physical security.

2.6.3 Allow station premises to fall into a state of disrepair that would threaten personal safety or the ability of the station to remain on the air.

**2.7 With regard to policies**, the managers may not:

2.7.1 Fail to use KCR board policies and procedures to guide all actions and decisions.

**2.8 If In Doubt**

2.8.1 If the managers are in doubt about whether they should consult the board on a specific issue, they should consult.