

 The College of Naturopaths of Ontario	Policy Type <b>EXECUTIVE LIMITATIONS</b>	<b>COUNCIL POLICIES</b>
	Title  <b>Support to Council</b>	Policy No.  EL14.01
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*The Chief Executive Officer (CEO) shall not fail to provide support and services to the Council.*

Accordingly, the CEO shall not fail to undertake the following duties and responsibilities.

- 1 Supervise and administer the Election of Council and the Executive Committee as set out by College By-laws.
- 2 Provide all administrative services to Council as may be required for the Governance process such as correspondence, keeping of records, distribution of notice of meetings and other administrative details as may be required.
- 3 Notify Council members in advance of the expiration of their terms of office.
- 4 Communicate with the Council Chair on a regular basis.
- 5 Obtain the approval of the Council Chair or Council Vice-Chair for the amount and purpose of the CEO's business expenses.
- 6 Pay the per diem and expenses due to Council, Committee members or non-Council volunteers, in accordance with GP18, in a timely manner.

DATE APPROVED	DATE LAST REVISED
July 30, 2013	January 27, 2021