



Organizational Structure Policy

Version 11
Sept. 27, 2023
Human resources

Organizational Structure Policy

Table of contents

1. Introduction	2
1.1 Policy statement	2
1.2 Purpose	2
2. Policy.....	2
2.1 Structure	2
2.2 Authorities and responsibilities	2
3. Administration.....	3
3.1 Related documents and legislation.....	3
3.2 Procedures	3
3.3 Forms	3
3.4 Amendment history	4
3.5 Scheduled review date.....	4
3.6 Appendix 1	5

Organizational Structure Policy

1. Introduction

1.1 Policy statement

Authorities and responsibilities for the organizational structure are contained within this policy.

1.2 Purpose

The organizational structure policy is designed to give the AMVIC Board of Directors and AMVIC management the ability to maximize the operational effectiveness of AMVIC to fulfill its mandate. The visual representation of the organizational and functional structure forms a high-level organizational chart indicating reporting linkages. This policy provides information to employees about how they fit into the organization and provides external information about accountability structures and who to contact for information and services.

2. Policy

2.1 Structure

The AMVIC organizational structure for the purpose of this policy is as follows:

- a. Board of Directors
- b. Chief executive officer (CEO)
 - i. Managers
 - Direct and indirect employees
 - ii. Executive assistant, secretary to the board and policy coordinator

2.2 Authorities and responsibilities

2.2.1 In accordance with the Board of Directors and Committees Terms of Reference, the Board of Directors will approve changes to the position description of the CEO.

2.2.2 The CEO will:

- a. Approve changes to the position descriptions of the following positions:
 - i. Managers;
 - ii. Executive assistant, secretary to the board and policy coordinator; and
 - iii. Other employees.
- b. Approve changes to the structure and organization of senior management functions.
- c. Approve the organizational structure of other employees reporting to the managers and executive assistant, secretary to the board and policy coordinator.

Organizational Structure Policy

2.2.3 Human resources will:

- a. Maintain approved changes to the position descriptions for the managers and executive assistant, secretary to the board and policy coordinator, and all employees;
- b. Create, maintain and update position descriptions on a bi-annual basis (responsibilities, authority, accountability and reporting levels);
- c. Maintain annual performance appraisals and related documents; and
- d. Maintain salary grids utilizing the Government of Alberta pay structures as guidelines for compensation.

3. Administration

3.1 Related documents and legislation

AMVIC Bylaw 1 Governance
AMVIC Board Governance Policy
AMVIC Code of Conduct
AMVIC Employee Handbook
AMVIC Mandate and Roles Document
AMVIC Respectful Workplace
AMVIC Internal Whistleblower Policy

3.2 Procedures

Not applicable at this time.

3.3 Forms

Not applicable at this time.

Organizational Structure Policy

3.4 Amendment history

Version	Date	Summary of update
1	Aug. 9, 1999	Original.
2	March 9, 2011	Reviewed and approved.
3	Sept.17, 2014	Reviewed and approved.
4	May 12, 2015	Reviewed and approved – updated Management Organizational Chart.
5	Sept. 23, 2015	Updated title of executive director to president and chief executive officer (CEO).
6	Jan. 24, 2017	Reviewed and approved: <ul style="list-style-type: none"> Revisions by B. Boychuk, CFO – updated authorities, title of CEO and Management Organizational Chart. Reviewed by D. Lagore, CEO.
7	June 20, 2017	Reviewed and approved: <ul style="list-style-type: none"> Revisions by R. Varley – update committee structure. Reviewed by D. Lagore, CEO.
8	Sept. 20, 2017	Reviewed and approved: <ul style="list-style-type: none"> Revisions by D. McKay – addition of manager, legal service and related reporting structure. Reviewed by D. Lagore, CEO.
8.1	Feb. 8, 2018	Administrative change: <i>Fair Trading Act</i> to <i>Consumer Protection Act</i> (motion 18-026).
9	Oct. 2, 2019	Revisions by D. McKay to reflect organizational changes and new format. Reviewed and approved.
10	July 1, 2020	Revisions by D. McKay to reflect organizational changes. Reviewed and approved.
11	Sept. 27, 2023	Revision to duties and responsibilities of board and CEO. Reviewed and approved by board of directors.

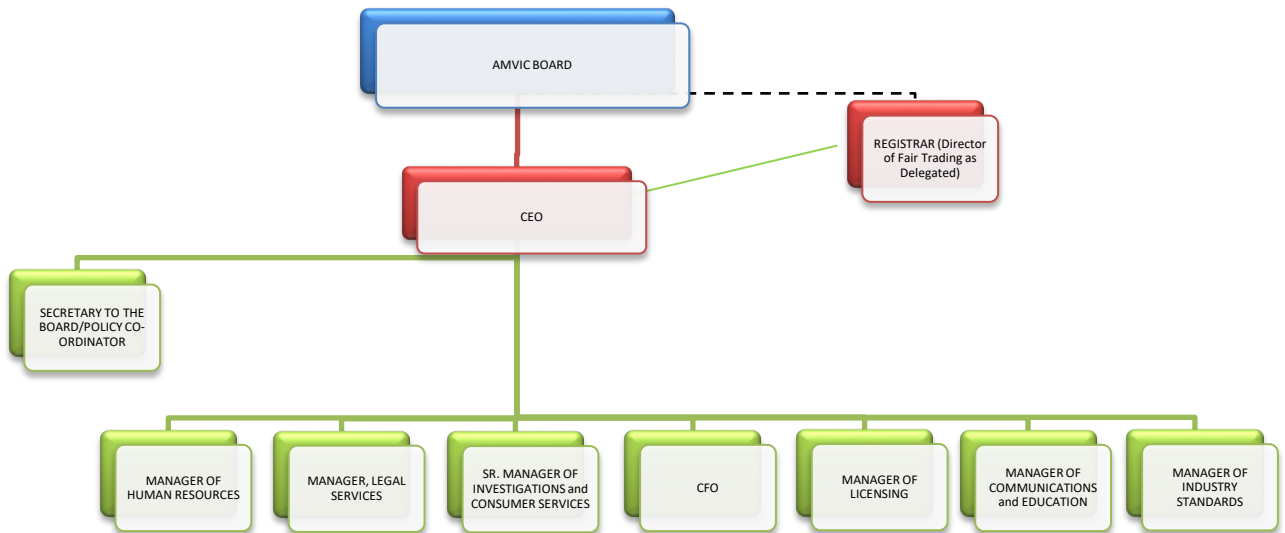
3.5 Scheduled review date

September 2026

Organizational Structure Policy

3.6 Appendix 1

APPENDIX 1 – MANAGEMENT ORGANIZATIONAL STRUCTURE



*Notes to Organizational Structure

The Registrar is a delegated authority from the board under Section 136(5) of the *Consumer Protection Act* and is responsible to the board through the CEO with respect to delegated duties.