

Purpose of this Policy

1. The purpose of this Policy is to define the role and responsibilities of the HPAC/ACVL Office Staff.

Appointment of HPAC/ACVL Office Staff

2. The BoD shall determine the selection method for the HPAC/ACVL Office Staff. The BoD shall also decide on the term of the contract with the HPAC/ACVL Office Staff.
3. The BoD is responsible to ensure that there is a suitable transition period between the incumbent HPAC/ACVL Office Staff and newly appointed HPAC/ACVL Office Staff.

Removal of HPAC/ACVL Office Staff

4. The BoD can remove an HPAC/ACVL Office Staff by a majority vote of the BoD. A clause addressing the removal of the HPAC Office Staff shall be included in any agreement that is entered into between the HPAC/ACVL and the HPAC/ACVL Office Staff.

Remuneration of HPAC/ACVL Office Staff

5. The BoD shall set the remuneration of the HPAC/ACVL Office Staff.

Responsibilities of the HPAC/ACVL Office Staff

6. HPAC/ACVL Office Staff serves the HPAC/ACVL BoD, reporting to the President. The specific responsibilities of HPAC/ACVL Office Staff are specified in their Job Description that shall be referenced by, and attached to any agreement that is entered into between the HPAC/ACVL and HPAC/ACVL Office Staff, and further as is itemized in any and all individual Policies and Operating Procedures.