

National Association of Pastoral Musicians

Governing Policy (Section 3) Board-Management Delegation

3.0 Global Board-Management Delegation (Relationship between the Board and Executive Director)

Approved 10/8/18

The sole official connection of the Board of Directors to the operational organization of NPM, its achievements and conduct, will be through the Executive Director. The ED also has authority and responsibilities given to him/her by the NPM Bylaws.

3.1 Unity of Board Control

Approved 11/30/18

Only officially passed motions of the board are binding on the Executive Director.

- 1) Decisions or instructions of individual board members or officers are not binding on the ED except in rare instances when the board has specifically authorized such exercises of authority, or as clearly stated in governance process policies.
- 2) In the case of board members requesting assistance or information without board authorization, the ED can refuse such requests that require, in the ED's opinion, a material amount of staff time or funds, or are disruptive.

3.2 Accountability of the Executive Director

Approved 11/30/18

The Executive Director is the board's only link to operational activities and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the ED.

- The board will not evaluate, either formally or informally, any staff other than the ED.
- The board will never give instructions to persons who report directly or indirectly to the ED.
- The board will review ED performance as identical to organizational performance so that organizational achievement of board-stated Ends and avoidance of board-proscribed means will be viewed as successful ED performance.

3.3 Delegation to the Executive Director

Approved 11/30/18

The board will instruct the Executive Director through written policies that prescribe organizational Ends to be achieved and proscribe organizational situations and actions to be avoided, allowing the ED to use any reasonable interpretation of those policies.

- The board will develop Ends policies instructing the ED to achieve specified results for specified recipients. They will be developed systematically from the broadest, most general to more defined levels.
- The board will also develop Executive Limitations policies that limit the latitude the ED may exercise in choosing organizational means. These limitation policies will describe those practices, activities, decisions, and circumstances that would be unacceptable to the board even if they were to be effective. Policies will be developed systematically from the broadest, most general to more defined levels. The board will never prescribe organizational means delegated to the ED.
- As long as the ED uses any reasonable interpretation of the board's Ends and Executive Limitations policies, the ED is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and pursue all activities. Such decisions of the ED shall have full force and authority as if decided by the board.
- The board may change its Ends or Executive Limitations policies, thereby shifting the boundary between board and ED domains. By doing so, the board changes the latitude of choices given to the ED. But as long as any particular delegation is in place, the board will respect and support the ED's choices.

3.4 Executive Director Monitoring

Approved 5/28/19

Systematic and rigorous monitoring of ED performance will be solely against the only expected ED job outputs: organizational accomplishments of board policies on Ends and organizational operation within the boundaries established in board policies on Executive Limitations.

3.4.1 Monitoring Executive Director performance

Approved 5/28/19, amended 10/15/20 and 7/26/21

Monitoring is simply to determine the degree to which board policies are being met. Information that does not do this will not be considered to be monitoring information.

The board will acquire monitoring information by one or more of three methods:

- a. By internal report, in which the ED discloses interpretations and compliance information to the board.
- b. By external report, in which an external, disinterested third party selected by the board assesses compliance with board policies.
- c. By direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.

In every case, the board will judge the reasonableness of the ED's interpretation and whether data demonstrate accomplishment of the interpretation.

The standard of compliance shall be any reasonable ED interpretation of the board policy being monitored. The board is the final arbiter of reasonableness, but will always judge with a “reasonable person” test rather than an interpretation favored by board members or by the board as a whole.

All policies that instruct the ED will be monitored at a frequency and a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule:

Policy	Method	Frequency	Time
1.0 Ends (All)	Internal (ED)	Quarterly	Jan, Apr, July, Oct
4.0 Executive Limitations (Global)	Internal (ED)	Quarterly	Jan, Apr, July, Oct
4.1 Ethics, Morals, Good Standing	Internal (ED)	Annual	July
4.1.1 Relationship to Host (Arch)dioceses	Internal (ED)	Annual	January
4.2 External Relationships	Internal (ED)	Annual	January
	Direct (Board)	Annual	July
4.3 Financial Constraints	Internal (ED)	Annual	January
4.3.1 Asset Protection	Internal (ED)	Annual	July
4.3.2 Financial Condition	Internal (ED)	Quarterly	Jan, Apr, July, Oct
	External (Audit)	Biannual	
4.3.2.1 Budgeting	Internal (ED)	Annual	October
4.3.2.2 Financial Condition	Internal (ED)	Quarterly	Jan, Apr, July, Oct
4.4 Treatment of Staff	Direct (Board)	Annual	April
4.4.1 Employee Handbook	Internal (ED)	Annual	July
4.5 Emergency ED Succession	Internal (ED)	Annual	January
4.6 Communication and Support to Board	Internal (ED)	Annual	January
4.6.1 Insurance for Directors	Internal (ED)	Annual	January
4.7 Diversity among Member Leaders	Internal (ED)	Annual	July
4.8 Job Posting	Internal (ED)	Annual	July

3.4.2 Executive Director Performance Review

Approved 4/3/19

The performance of the organization will be considered by the board as the performance of the ED. The only criteria for evaluating the ED will be the accomplishment of organizational Ends and operating within the boundaries established by Executive Limitations.

These criteria will be monitored according to the established schedule and at other times by the board.

There shall be no other performance review or evaluation by the board of the ED.

3.5 Executive Director Compensation

Approved 5/18/19

The board will establish the annual compensation of the ED by November 30th for the following year. The board will communicate said amount to the ED by December 15.

The ED may not raise the compensation amount established by the board.

In time of crisis, the ED may – with the prior approval by the board – lower his/her own compensation amount for a time approved by the board.

The ED is entitled to all benefits available to other employees within the boundaries established by Executive Limitations policies, but may not claim any additional benefits unless explicitly permitted by the board.