



Vermont Community Broadband Board (VCBB)

Authority of the Executive Director

Board Approved 07.11.2022

OBJECTIVE

The role of Executive Director has been defined in ACT 71. This policy is to define the relationship between the Executive Director and the VCBB Governing Board (“Board”).

POLICY

The Executive Director is responsible for carrying out the objectives of the Board and those defined in ACT 71.

1. Implement the mission, objectives, and strategic priorities of the VCBB.
2. Work closely with the CUDs and towns to build engagement around achieving the goal of Universal Service.
3. Develop grant processes that ensure participants can sustainably meet the goals of ACT 71.
4. Establish and follow communication protocols with the Towns and CUDs to ensure they have the processes and programs in place to be successful.
5. Develop long-range financial plans, grant management plans, and work plans and budgets, and provide periodic reports on revenue, expenses and other key measures that are necessary to ensure success.
6. Coordinate with the legislature, Administration and the NTIA on legislation and regulatory matters to be proposed, supported, or opposed.

Organization and Resource Management

7. Review activities of the VCBB and the CUDs and determine the structure best suited to carry out its objectives within the limitations of the budget, legislative and regulatory constraints.
8. Ensure that positions and job specifications are prepared and reviewed as necessary for all personnel. Such completed descriptions that are approved in the budget will not require Board approval.
9. Develop or approve standards and qualifications for use in recruitment of personnel, and select, appoint, promote, and responsibly manage personnel. The Executive Director and staff have the authority to hire budgeted positions without further approval from the Board. Hiring decisions will be reported to

the Board. Non-budgeted positions will be presented to the Board for approval. Staff has the authority to modify job descriptions and job titles within the approved position to facilitate recruitment as well as to comply with existing state positions.

10. Ensure that staff members receive the adequate training and exposure to carry out their duties effectively.
11. Work with the state agencies to ensure personnel are adequately compensated and this is reflected in the Budget.
12. Fully understand and administer the State personnel and administrative policies along with ensure compliance to all Federal grant requirements.
13. Authorize and approve travel expenses of personnel on company business within the limitations of the budget and within established policy. Such travel and expenses shall comply with state travel requirements.
14. Select and appoint consultants to provide advice and assistance within the limitations of the budget and advise the Board of actions taken. The selection of consultants working in areas which affect the functions of the Board requires Board approval.
15. Participate in national, regional, state and local meetings which further the best interests of the VCBB, the CUDs and participating towns.
16. Serve as the authorized spokesperson for the VCBB.
17. Administer the approved budget, including approval of non-budgeted items up to \$50,000.

RESPONSIBILITY

The Executive Director shall report to the Board on how these delegations are being carried out. The Executive Director may delegate any of the foregoing legal authorities to the appropriate personnel while continuing to take responsibility.