POLICY:	REPORTS TO THE CHIEF EXECUTIVE OFFICER/BOARD - ACADEMIC SUPERVISORY OFFICERS	#	303
SECTION:	300 : Business and Administrative Matters	Page	1 of 1
APPROVAL/REVISION DATE:	January, 2018	EFFECTIVE DATE:	January 2, 2018
REVIEW DATE:	January, 2023		
CROSS REFERENCE:			

A: POLICY

1. In order to provide a formal and consistent means by which this system's leaders advise the Board of Trustees on issues, needs and progress of this system, and, in order to ensure effective lines of communication and continuity in reporting, The Thunder Bay Catholic District School Board endorses the process of written reports from its Supervisory Officers, Consultative Staff, Principals and Administrative personnel, as required.

B: GUIDELINES

2. Supervisory Officers shall report, in writing, when required by the Board and/or the Chief Executive Officer.

3. All reports to the Board from any sources shall be submitted through the Chief Executive Officer.

4. Supervisory and Consultative staff, Principals and other administrative personnel, shall report through their appropriate Supervisory Officer, or the Chief Executive Officer, as required.