

**LAUGHING MATTER**  
**BOARD OF DIRECTORS**

**EXECUTIVE DIRECTOR**  
**POSITION DESCRIPTION**

**Reports To:** The Executive Director is appointed by and reports to the Board of Directors (the “Board”). The Board supervises the Executive Director who serves Laughing Matter (the “Corporation”) at the pleasure of the Board.

**Direct Reports:** The Executive Director manages the senior executive team, including the officers of the Corporation (other than the Chairman of the Board of Directors) who, at the Executive Director’s direction, have responsibility for conducting the business and affairs of the Corporation.

**Position Summary:** The Executive Director shall have overall accountability, responsibility and authority for the management of the business and affairs of the Corporation in accordance with the strategic plan and objectives adopted and approved by the Board and subject to oversight by the Board. The Executive Director shall cause the organization to meet the requirements recipients of Laughing Matter services and of the donors, and to comply with applicable laws and regulations.

***Specific Roles and Responsibilities:***

The Executive Director is responsible for:

- Developing the strategic direction of the Corporation and obtaining the approval of the Board, implementing and ensuring its effective operations, and keeping the Board informed in a timely manner of the progress of the Corporation on the achievement of or material deviations from the strategic goals.
- Developing the Corporation’s annual business plan and obtaining the approval of the Board, including the financial and budget requirements to achieve that plan and for delivery of results against that plan.
- Instituting transparency in Laughing Matter operations to engender public trust in its services and financial stewardship.
- Assuring the accuracy and integrity of the Corporation’s financial information, reporting and disclosure requirements, and internal controls.
- Overseeing and relaying to the Board the performance of the Managing Directors.
- Complying with applicable legal, regulatory, ethical, Laughing Matter of Code of Ethics and Conduct, and other corporate compliance requirements.