

Washtenaw County Community Mental Health

Executive Director Role and Authority – (policy)

PURPOSE

The intent of this policy is to provide the Washtenaw County Community Mental Health (CMH) Executive Director with the necessary decision-making authority to carry out the Board's over-all purpose, policies and goals.

POLICY

It is the policy of the CMH that the Executive Director has decision-making authority and is responsible for decisions relating to how purposes, policies and goals are attained; for decisions involving intermediate and short-range commitment, organization and control of resources; for decisions related to the maintenance of professional competence; and will have control over operations, organizations behavior, subordinate managers and employees, budgets, and implementation of action programs within each key program area

STANDARDS

- A. All Board authority delegated to staff is delegated through the Executive Director. All authority and accountability of staff is considered to be under the authority of the Executive Director
 1. The Board will direct the Executive Director to achieve specified results through the establishment of organizational outcomes. The Board will ensure the establishment of policy/policies that address organizational outcomes and that align with the Mission and Vision.
 2. As long as the Executive Director uses reasonable interpretation of the Board's desired Governance policies and he or she adheres to the Executive Authority policies, the Executive Director is authorized to establish all further policies. This does not prevent the Board from obtaining information in these areas of delegation
 3. Only decisions of the Board acting as a body are binding upon the Executive Director
 - a. Decisions or instructions of individual Board members, officers, or committees are not binding on the Executive Director except in the circumstances when the board has specifically authorized such exercise of authority
 - b. In the case of Board members or committees requesting information or assistance without Board authorization, the Executive Director can refuse such requests that require (in the Executive Director's judgment) a material amount of staff time or funds or is disruptive
- B. The Executive Director shall be authorized to approve expenditures and execute contracts for amounts up to \$25,000.
- C. The Executive Director shall be authorized to sign all contracts above \$25,000 that have been duly approved by the CMH Board and are in conformity with the annual budget.
- D. The Executive Director shall be authorized to apply for grants that align with the organization's Mission and Vision.
- E. The Executive Director shall be authorized to sign and execute all revenue and grant award contracts.
- F. The Executive Director shall be authorized to sign and execute all legal documents with no associated expense such as coordination agreements, memorandum of understanding, etc.
- G. The Executive Director shall be authorized to sign renewals and/or extensions of leases which

have been duly approved by the CMH Board.

- H. The Executive Director shall be granted the authority to authorize writing and issuing a Request for Proposal or Request for Information.
- I. The Executive Director shall be authorized to approve and sign COFR expense agreements with retroactive Board approval in order to expedite consumer specific contracts.
- J. The Executive Director shall be authorized to sign emergency contracts with retroactive Board approval if a delay in services is not in the best interest of the consumer.

DEFINITIONS

COFR: County of Financial Responsibility

PROCEDURE(S)

(none)

REFERENCES/NOTES

(none)

EXHIBITS

(none)