

Subject: Personnel Policy #38
Management Structure and Authority

Purpose: to clarify the lines of management structure and authority to provide the agency managers and employees a clear understanding of leadership roles.

Policy: The Executive Director/CEO is employed by the Board of Trustees and has the responsibility for the full function and operation of CICL. The Executive Director in turn will employ and delegate role and responsibilities to the Chief Operations Officer, Chief Program Officer, and Chief Financial Officer.

A table of operations will be kept updated to diagram the agency management structure. Management positions will be defined by a job description with clear roles and responsibilities.

In the event of an emergency in which the Executive Director is unable to perform the essential duties of the role for an extended period of time (generally defined as longer than 3 weeks), the Chief Operations Officer will temporarily act in the role of Executive Director in making essential day-to-day decisions. This transition of responsibility and role will only occur through board action and be based upon the recommendation of the Board Chair who will establish for the COO the parameters of the temporary responsibilities and activities.