

## **Board Policies**

### **5.03 Delegation of Executive Authority**

*Date Adopted/Last Revised: Month #, 20XX*

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*Note: Capitalized terms not otherwise defined in this Board Policy have the meanings set forth in the Definitions section of Board Policy 1.01.*

#### **Purpose**

The Board delegates authority to the CEO for the daily management and administration of the 32nd DAA. This policy sets out key parameters for the CEO's authority. *Should any provision in this policy contradict any provision of California law, California law shall control.*

#### **Policy**

The Board directs the CEO through written policies that outline the organization's mission, values, and strategic priorities. Within this context, the Board delegates to the CEO the authority to execute those policies and manage the day-to-day operations of the 32nd DAA.

#### **General Responsibilities**

Other than as expressly provided in these Board Policy documents, all matters not specifically reserved for the Board and necessary for the day-to-day management of the organization are delegated to the CEO. In turn, the CEO may delegate where appropriate. In general, the CEO is responsible for:

- Overseeing the successful implementation of the Board's policies and strategic priorities within the resources and fiscal limits set by the Board.
- Ensuring that the organization's daily operations are carried out in accordance with all legal and regulatory requirements, 32nd DAA Bylaws, and Board policies, along with the values and ethics of the organization.

- Ensuring that the organization's policies, practices, and decisions are undertaken in a manner that is responsible, equitable, and consistent with commonly accepted state agency and business practices.
- Maintaining a strong working relationship with the Board by sharing relevant information in a timely manner—including all specified reports, meeting notices and agenda packets, decision information, and notification of any current or anticipated actions that may threaten the organization.
- Ensuring that the organization's assets are adequately protected, maintained, and not placed at unnecessary risk.
- Ensuring that the 32nd DAA's budgeting is based on generally accepted accounting principles and that budgets are balanced.
- Ensuring that the 32<sup>nd</sup> DAA is financially sound by guiding efforts to increase revenue and maintain a balanced operating budget.
- Promoting a healthy work environment for staff that is consistent with the organization's values.
- Managing and approving all staffing, organizational structure, and personnel decisions, including hiring, discipline, terminations, classifications, and salary ranges.
- Representing the organization to the community, media, and other stakeholders in a way that enhances the public image and credibility of the organization.

### **Reporting to the Board**

The CEO is required to provide the Board with the information it requires to govern effectively, make informed decisions, and monitor the overall performance of the 32nd DAA. As part of this work, the CEO will report to the Board, on at least a monthly basis, of all significant actions the CEO has taken within the parameters of the CEO's delegated authority. Reports from the CEO, or selected management representatives, will cover areas including organizational performance toward goals, financial performance, human resources issues, or other major items related to organizational operations. In addition, the CEO is expected to provide advice to the Board on policy and program/service issues that affect the services provided by the 32nd DAA.

### **Other Responsibilities**

In addition to the general responsibilities outlined above, specific responsibilities are described in the CEO's job description and in the following Board Policies:

- Chapter 2: Ethics of the Organization

- All policies
- Chapter 4: Board Responsibilities
  - Planning as outlined in 4.03 Organizational Planning
  - Financial Stewardship as outlined in 4.05 Financial Stewardship
  - Risk Management as outlined in 4.06 Risk management
  - Records Management as outlined in 4.07 Records Management
  - Personnel Management as outlined in 4.09 Personnel Policy
  - Community representation as outlined in 4.10 Community Representation and Advocacy
- Chapter 5: Board-Management Relationship
  - All policies

### **Emergency Situations**

In emergency situations involving matters upon which prompt action is necessary, the CEO will have the authority to act on matters not expressly within this delegation, provided:

- The action is, in the CEO's judgment, necessary to protect the 32nd DAA, its employees and members of the public from loss or harm that is reasonably likely to occur if action is delayed for the scheduling of a noticed meeting of the Board; and
- The CEO promptly reports to the Board the emergency action taken, and the reasons why the CEO determined action was immediately necessary.

**Comment [MR1]:** Is this language necessary given the authority of the District to bypass the 10-day meeting requirement in emergency situations (e.g. Emergency meetings under Government Code section 11125.5: Special Meetings under Government Code 11125.4)?