

Policy No. 1
Replaces Policy No. 1

Revised: 06-01-21
Issued: 09-26-97

SUBJECT: LEADERSHIP

PURPOSE: To establish policy for the leadership of Woodhaven through its governing authority

PRINCIPAL: It shall be the policy of Woodhaven Learning Center to have a standard operating procedure outlining the organization's governing authorities and management structure to provide effective leadership and stability to achieve the stated mission and vision.

BOARD OF DIRECTORS

Subject to the limitations set out in the Bylaws and the Articles of Incorporation, the business and property of the Corporation shall be managed and controlled by the Woodhaven Board of Directors consisting of not fewer than nine (9), and not more than fifteen (15), elected Directors. The number of Directors of the Corporation may be increased to a number greater than fifteen (15) by amendment to the Bylaws.

The functions of the Board of Directors and its committees shall be outlined in the by-laws. Some of the Board's functions are listed below.

The Board shall set final authority over policy for the organization.

It shall be the duty of each person on the Board of Directors to:

*Become knowledgeable with the Articles of Incorporation and Bylaws and the policies and procedures of the Corporation.

*Develop and maintain a knowledge of the program and services of the Corporation and participate in establishing policies to ensure that the Corporation remains sound in administration and program.

*Give attention to the budget planning and financial operation of the Corporation to ensure its fiscal stability.

*Participate in or be aware of long range planning of the Corporation for both facilities and programs, as the needs for such develop.

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Board functions are evaluated at least annually regarding efficiency and effectiveness and adherence to Woodhaven policies and by-laws.

WOODHAVEN ADMINISTRATIVE LEADERSHIP TEAM

The Chief Executive Officer officially reports to the Board of Directors and keeps the Executive Committee of the Board up to date between full board meetings.

The Chief Executive Officer is responsible for and has final decision making authority over all aspects of the day to day operations of the organization.

The Chief Executive Officer appoints an administrative leadership team whose functions are to:

Direct all aspects of the organization's strategic planning process which includes obtaining input from all stakeholders;

Ensure all agency activities, strategic plan and policies are in line with the agency's vision, mission, leadership philosophy, and applicable laws;

Develop/revise policies and prepare them for final approval by the Board of Directors;

Review and discuss, make recommendations for changes and improvements based on outcome measurements;

Implement and monitor expansion activities as approved by the Board of Directors;

Review and make recommendations for approval of major purchases and personnel changes within the budget approved by the Board of Directors;

Prepare documents, plans, recommendations for changes and improvement that require Board approval.

Reviewed by: _____ Date: _____
Chief Executive Officer

Approved by: _____ Date: _____
Board of Directors President