

Chapter:	Governance and General Administration		
Title:	Delegation to the Chief Executive Officer and Executive Limitations		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: CEO/Designee	Adopted Date: 05.2023 Review Date: 05.2023	Related Policies: Monitoring Executive Performance Succession Planning

Purpose:

All Hopeful Horizons' (HH) Board authority delegated to staff is delegated to the Chief Executive Officer (CEO). This policy defines the scope of executive authority and related limitations set by the Board.

Scope:

This policy applies to

- All HH Staff Selected HH Staff, as specified: CEO
 HH Board Members HH Volunteers
 Other: Sub-contract Providers

Policy:

HHs' Board shall direct the CEO to achieve certain results through the establishment of Board policies and strategic priorities. The Board will limit the latitude the CEO may exercise in practices, methods, conduct and other "means" through establishment of executive limitations. Only decisions of the Board, acting as a body are binding upon the CEO. Decisions or instructions of individual Board members, officers or committees are not binding on the CEO except in instances when the Board has specifically authorized such exercise of authority.

- A. Delegation of Authority: Provided the CEO uses reasonable interpretation of the Board's policies and executive limitations, the CEO is authorized to establish necessary procedures, make decisions, and take actions deemed necessary to manage and supervise the day-to-day operations and to achieve HHs' goals and compliance. Specific delegated authorities include, but are not limited to:
1. All aspects of personnel management
 2. Procurement and purchasing consistent with approved policies, procedures and the Board approved budget
 3. Revenue and expense contract management
 4. Non-monetary agreements of the organization
 5. With Board counsel, approves legal action including settlement decisions
 6. Approves property, capital equipment purchase or capital improvements within a Board approved budget or in accordance with authorized funding
 7. Recommends to the Board property, capital equipment purchase or capital improvements that exceed budget approval
 8. Recommend policy to the Board and set procedures to assure legal and regulatory compliance
 9. Recommend strategic goals to the Board and set program level performance goals
 10. Serves as chief point of contact for community and media relations

B. **Executive Limitations:** The CEO shall not cause or allow any practice, activity, decision or circumstance that is illegal, imprudent, or inconsistent with Board approved policy or is in violation of commonly accepted business and professional ethics. Accordingly, the CEO may not:

1. Deal with clients, families, employees, contractors, Board members or persons from the community in an unprofessional or unethical manner.
2. Permit financial conditions that risk fiscal jeopardy or compromise Board policy and/or strategic priorities.
3. Knowingly provide information and advice to the Board that is untimely, incomplete or inaccurate.
4. Permit conflict of interest in making purchases, awarding contracts, or hiring of employees.
5. Approve and/or initiate expenditure of HHs' funds that differs from Board approved budget or procurement policies; a member of the Board shall serve as a secondary authorized signer as required and in accordance with HHs' check signing policy.
6. Manage HH without adequate administrative procedures for matters involving finances, internal controls, personnel, contractors, facilities, and other required operations of the organization.

Executive limitations may be restricted further during a period of transition to a new CEO, in the temporary absence of the CEO, or as a result of performance review findings and related recommendations. Changes to executive limitations shall be provided in writing.

Communication and Training:

Delegation to the CEO and executive limitations is reviewed as part of new Board member orientation. Board members shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process.

Definitions:

1. Delegation of Authority: The process of transferring responsibility for a task/decision to an employee, in this case, the CEO.
2. Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.

Other Related Materials:

Board Bylaws

References/Legal Authority:

NA

Change Log:

Date of Change	Description of Change	Responsible Party
5.2023	This is a new policy	Program Evaluation Consultant