

Kings Community Action Organization Board Policy

BP 2050

Organizational Leadership

Purpose:

The purpose of this policy is to clarify the duties of the Executive Director and the relationship between the Executive Director and the Board of Directors.

Administration:

The Board of Directors recognizes that the Executive Director is employed by the Board to provide organizational leadership to Kings Community Action Organization. The Board of Directors also recognizes their general oversight responsibility of the agency and the need to approve goals, policies, and organizational practices. Therefore, all policies of the Board and administrative policies of the agency must be approved by the Board. All policies shall be presented to the Board in the format of Board Policies or Administrative Policies and approved by a majority vote of the full board.

Duties of the Executive Director:

The Executive Director is responsible for the overall management of KCAO and will serve in the pivotal role of setting KCAO's future goals, development and fundraising in order to realize its short and long term objectives. The Executive Director shall serve as KCAO's representative to its board as well as to relevant community agencies and organizations, and the general public. Duties of the Executive Director shall include, but not be limited to:

- Maintaining appropriate administrative policies and procedures for staffing and compensation, and approving the hiring and termination of all personnel;
- Encouraging and facilitating collaboration among staff;
- Building and fostering a supportive and caring work environment for all staff members;
- Ensuring that staff receive appropriate training and professional growth opportunities;

- Assuring that ongoing performance evaluations are completed for all staff members;
- Being responsible for financial well being of KCAO, ensuring that all adequate funding exists to implement its programs and that available funds are effectively and efficiently used to promote the mission and vision of KCAO;
- Assuring compliance with all licensing and auditing requirements of the State of California and Federal Programs;
- Work with the Board of Directors and Senior Management staff to develop a long term (3 to 5 year) strategic plan for the organization. Periodically review and update the strategic plan. Work with Senior Management to develop short term objectives to achieve the long term plan.
- Assisting the Board of Directors in identifying and developing new funding sources, as well as maintaining existing sources;
- Supporting the Board of Directors in fulfilling its legal, organizational, and public role in the context of KCAO's mission;
- Coordinating and assisting the chairperson of the board in preparing for board meetings;
- Assisting in the recruitment of board members; and
- Performing additional duties as may be directed by the Board of Directors of KCAO or defined in the job description, consistent with the employee's position.

Adopted by Board of Directors: August 20, 2011