



Policy: Chief Executive Officer

ChildNet Number: CN 011.002

Original Approved Date: June 2, 2003

Policy Revised Date(s): May 13, 2010, June 22, 2010, May 14, 2014

Policy Sunset Date:

COA Standard(s): GOV 6.04, 6.07, 6.08, 8.01, 8.02, FIN 5.03

Statement of Policy:

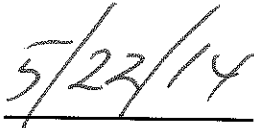
ChildNet's Chief Executive Officer (CEO) is a full-time employee selected by the ChildNet Board of Directors.

According to the ChildNet by-laws, subject to the directions of the Board of Directors, the CEO is responsible for the general and active management of the business and affairs of the Corporation.

Board Chair's Signature:



Date:





Procedure: Chief Executive Officer

ChildNet Number: CN 011.002

Original Approved Date: June 2, 2003

Revised Date(s): May 13, 2010, June 22, 2010, October 28, 2010, May 14, 2014

Sunset Date:

COA Standard(s): GOV 6.04, 6.07, 6.08, 8.01, 8.02, FIN 5.03

Definitions (If any):

Statement of Procedure:

- A. By virtue of the Board of Directors delegation of the authority and responsibility for organizational management and policy implementation given to the CEO, the CEO, at a minimum, ensures:
- a. Management of the Organization;
 - b. Implementation of organization-wide, long-term strategic planning and periodic review;
 - c. Encouragement of timely, engaged, mission-oriented board deliberations;
 - d. Work with the governing body to ensure adequate resources;
 - e. Development of policies governing the organization's program of services, planned and coordinate with the governing body, as appropriate;
 - f. Attendance at all meetings of the governing body (except possibly those held to review the CEO's performance, status, or compensation).
 - g. Actively promote strategic, planned adaptation to changing conditions,
 - h. Provision of early stage information that requires creative and critical governance thinking;
 - i. Provision of regular reports to the governing body on the organization's operations, finances, and implementation of the long-term plan;
 - j. Provision of the current financial status of the organization to the Board of Directors, Provision of the agency's financial planning and funding alternatives to the Board of Directors, and
 - k. Establish a workforce environment that is respectful of and supportive of the rights and welfare of ChildNet staff, volunteers, and consumers.
- B. The CEO guides the Board of Directors in its adoption and review of policies, to include informing the Board when legal requirements or regulations change. At least annually, ChildNet evaluates the CEO's management on the implementation of its policies and procedures. A workgroup comprised of staff members from Continuous Quality Improvement, Legal Services, Talent Management, and Finance reviews selected policies and procedures on a quarterly basis with an annual report due in the month of May of each year to the Board of Directors to evaluate the effectiveness of the implementation of the policies and procedures.



- C. The CEO inspires, directs, and works effectively with senior management to provide the structure, values, leadership, and adaptive, technical, and managerial processes and activities that maintain a positive, productive, ethical culture.
- D. At least annually, the Board of Directors establishes a written set of performance criteria and objectives for the CEO for the coming year linked to ChildNet's long-term Strategic Plan and evaluates the CEO against the previous year's performance criteria and objectives. The CEO participates in the forgoing evaluation process and reviews, responds, and signs the evaluation before it is entered into his/her personnel file.
- D. Annually, the Board of Directors reviews the fairness of the compensation and benefits of the CEO in comparison to other comparable positions in comparable organizations.
- E. At least every two years, the Board of Directors evaluates the effectiveness of its partnership with the CEO, which shall include an assessment of its past and future abilities to effectively collaborate with the CEO in achieving ChildNet's goals.
- F. In the event of the CEO's short term absence, the CEO is to delegate in writing the individual(s) who are authorized to act during the absence and in what capacity, if limitations are to be set. If the CEO is to be out for an extended period to exceed two weeks, the CEO, in consultation with the Board of Directors shall identify an individual who is authorized to act as an interim chief executive officer. If the extended period is to exceed four weeks, the CEO, if available, is to submit to the Board of Directors Executive committee an interim chief executive officer for the committee's approval. In the event the Chief Executive Officer is not available, the Board Chair, in consultation with the Executive Management team shall submit to the Board of Directors Executive committee an interim chief executive officer for the committee's approval.
- F. Prior to the anticipated cessation of the tenure of the CEO, the Board of Directors conducts a search and attempts to hire, a replacement before the incumbent's employment terminates, If this proves impossible or the CEO's absence is unanticipated, the Chairman of the Board designates one of ChildNet's Executive Management team as acting CEO and promptly commences a search for a permanent replacement.
- G. The Board of Directors reviews and approves any employment activities of the CEO outside of the organization to ensure that these activities do not interfere with the administrative responsibilities of the CEO.

President's Signature: _____

Date: 05-22-14