

Madawaska Valley

Association For

Community Living

**POLICY: ADMINISTRATIVE AUTHORITY OVERVIEW**

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**REVISED**

**REVIEWED: AUGUST 28, 2024**

**APPROVED: FEBRUARY 25, 2003**

**NUMBER: 2-1**

**CATEGORY: GOVERNANCE** 

The Executive Director is the chief administrator of the Association, accountable to the Board of Directors and is responsible for the administration, organization and management of the Association.

###### Procedures:

1. The Executive Director shall carry out the administration, organization and management of the Association in accordance with the policies and procedures of the Association, under the direction of the board and in a manner consistent with all relevant By-Laws, regulations and legislation.
2. In the absence of the Executive Director, a senior staff member shall be designated by the Executive Director to act as an alternate.
3. The Executive Director shall advise the President and all senior staff, in writing, of the name of the designate.