

BOARD-EXECUTIVE RELATIONSHIP

The Westside Regional Center (“WRC”) Board of Directors (“Board”) recognizes the critical nature of the working relationship between the Board and the Executive Director. The Board’s responsibility is to establish policies and to satisfy itself that the Executive Director carries out those policies. The Executive Director implements the Board’s policies and assures that WRC operates in accordance with its mission statement, its contract with the State of California Department of Developmental Services, the Lanterman Developmental Disabilities Services Act and Title 17 of the California Code of Regulations. The Executive Director’s responsibilities include planning, organizing, staffing, coordinating, and budgeting for WRC’s contracts and programs. The Executive Director reports on an ongoing basis to the Board with sufficient clarity and thoroughness for the Board to determine that its policies are being followed and that WRC is operating in accordance with its contractual and legislative and regulatory requirements. This Policy functions in coordination with the Executive Limitations Policy which provides broad guidance on best practices.

All Board authority delegated to staff is delegated through the Executive Director; likewise, staff accountability also comes through the Executive Director.

- A. The Executive Director implements Board policies and is authorized to establish all further policies, make all decisions, take all actions and develop all activities which are true to the Board’s policies. The Board may obtain information concerning the manner in which the Executive Director has implemented its policies on an ongoing basis.
- B. The Executive Director functions as the Chief Executive Officer of WRC.
- C. The Executive Director serves as the primary contact person for the State of California Department of Developmental Services regarding contract, policy and legal matters related to the operation of WRC.
- D. The Executive Director is responsible for the hiring, training, activities and terminations of all staff in accordance with relevant personnel law and WRC policies, including, but not limited to, the Executive Limitations Policy.
- E. The Executive Director establishes collaborative working relationships with the leaders of other public and private agencies that provide services for the persons served by WRC.
- F. The Executive Director is responsible for all aspects of the daily operation of WRC and other contracts and programs of WRC.
- G. The Executive Director oversees the budget and all fiduciary matters relating to the operation of WRC.

- H. The Executive Director directs the implementation of the WRC strategic plan.
- I. Only the Board as a whole, by majority vote, has authority over the Executive Director's performance of his or her duties.
- J. The Executive Director may not perform, knowingly allow or cause to be performed, any act which is (1) unlawful, (2) insufficient to meet commonly accepted business and professional ethics, (3) in violation of funding source or regulatory agency requirements, or (4) contrary to Board constraints on executive authority (see Executive Limitations Policies).
- K. The performance of the Executive Director shall be monitored and reviewed annually by the Board of Directors. The Executive Committee shall meet with the Executive Director to present the results of the Board's review. The Executive Committee shall, guided by WRC's Policy on Human Resource Development (found in the Executive Limitations Policies), recommend any adjustments to the compensation of the Executive Director for approval by the Board of Directors.
- L. The Executive Director shall provide the following written documents to the Executive Committee as stated:
 - 1. Annual confirmation that mandatory employee training requirements have been satisfied by the Executive Director.
 - 2. Annual confirmation that the Executive Director is accurately reporting his or her time and attendance.
 - 3. Annual reporting of monthly expense reimbursement reports for the Executive Director.
 - 4. Annual succession/development plans for the Executive Director and executive management positions.
 - 5. Annual leadership survey of the Executive Director. The Board will choose a survey based on available resources, which shall be sent to all employees for consideration and input. A summary and analysis of the surveys will be provided to the Board members.