

Catholic Charities Diocese of Palm Beach, Inc.
Policy and Procedures Manual

POLICY AND PROCEDURES MANUAL

No. of Policy 1002

SUBJECT: EXECUTIVE DIRECTOR

POLICY: It is the policy of Catholic Charities to appoint an Executive Director who is a qualified professional with full responsibility for the operation of the agency.

PROCEDURES:

- 1) The qualifications of the Executive Director should follow accreditation guidelines.
- 2) Background screening information will be provided to the board that will indicate that the screening was completed in accordance with Chapter 435, FS, and that there was no evidence of a disqualifying offense.
- 3) In the event that the Executive Director resigns, is terminated or is replaced, notification must be made immediately by phone and in writing within 30 days to the Council on Accreditation, Children's Services Councils, United Way and other applicable funding agencies.

AUTHORIZED DATE: 06/25/09

REVISED DATE: