

WCHO		<i>Policy and Procedure</i>	
		<i>Executive Director Dues and Contract Authorization Authority</i>	
Department: Author: Steve Sheldon		Local Policy Number (if used)	
Revision Date 1/29/07	Approval Date 2/20/07	Implementation Date 3/20/07	
Archive Information			
Date:			
Reason:			

I. PURPOSE

To provide Executive Director with the authority to enter into contractual agreements that are consistent with the mission, vision, values and policies of the Washtenaw Community Health Organization (WCHO).

II. POLICY

The Executive Director of the WCHO may authorize contracts, leases and organizational membership dues up to an individual value of \$25,000. The Executive Director will provide the Board a monthly, written summary, of all contracts authorized. The Board will ratify the signature of the Director on those contracts at its regular, monthly meeting.

III. APPLICATION

To the Executive Director of the WCHO

IV. DEFINITIONS

None

V. STANDARDS

None

VI. EXHIBITS

None

VII. REFERENCES

None

VIII. PROCEDURES

<u>WHO</u>	<u>DOES WHAT</u>
Provider Relations Staff	<ol style="list-style-type: none">1. Notified Executive Director that a contract has a value of less than \$25,000.2. Requests Executive Director approval to issue contract.
Executive Director	<ol style="list-style-type: none">1. Reviews Contract for alignment with mission, vision, values and policy direction set by Board.2. If consistent with above, authorizes contract. If Inconsistent, directs that contract be prepared for WCHO Board Organizational Operations Committee review.
Provider Relations Staff	<ol style="list-style-type: none">1. Generates contract and forwards to Accounts Payable for payment for those contracts approved.2. Prepares Board packets for contracts not Authorized by Executive Director.
Executive Director	<ol style="list-style-type: none">1. As part of Director's Report at monthly Board Meetings prepares written report of all contracts, Leases or organizational membership dues under \$25,000 that have been approved, including dollar Amount, purpose and contractor.
WCHO Board	<ol style="list-style-type: none">1. Ratifies Executive Director's signature on contracts Presented as part of the Executive Director's Report at the Board meeting.