

<p><b>WOODLAND CENTERS, INC. Policy Manual</b></p>	<p><b>APPROVED:</b></p> <p><b>CONCURRED:</b></p>	<p><b>POLICY NO. WCI-A-200</b></p> <p><b>EFFECTIVE DATE: 09/2002</b></p> <p><b>REVISION DATE: 09/2005</b></p> <p><b>Page: 1 of 2</b></p>
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- I. SUBJECT: Governing Authority – Board of Trustees
- II. APPLICABILITY: Board members and employees in management positions
- III. PURPOSE: To provide a general description of the authority and responsibility of the leadership of Woodland Centers, Inc. in accordance with ODMH standard 5122-26-03 and all other applicable laws, standards, and regulations.
- IV. POLICY STATEMENT: It is the policy of the leadership of Woodland Centers, Inc. to be responsive to the persons served, to be committed to organizational quality and program excellence, to be pro-active in long range planning and program evaluation, and to maintain the long term viability of the agency through ethical, legal, and solvent business practices.
- V. PROCEDURES
  - A. As the governing authority of the agency, the Board of Trustees will have oversight responsibility for the development, review and approval of the agency’s mission, vision, values, strategic plan, and policies.
  - B. The Board will have final authority over and responsibility for the accountability of agency programs to ensure compliance with all applicable laws, standards, and regulations.
  - C. The Board will approve the annual budget and plan for services.
  - D. The Board will review Performance Improvement activities and take action when appropriate.
  - E. The Board will ensure that all services are accessible and in compliance with non-discrimination provisions of all applicable federal laws and regulations.
  - F. The Board will ensure that persons served by the agency and their families are afforded every opportunity to participate in and provide feedback about the planning, evaluation, delivery, and operation of mental health services.
  - G. The Board shall maintain a set of bylaws which govern its operation, including but not limited to:
    - 1. selection of members
    - 2. number of members needed for a quorum
    - 3. terms of office and membership
    - 4. conflicts of interest
    - 5. orientation of new members
    - 6. meeting schedule (at least quarterly)
    - 7. minutes of meetings

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- 8. selection, duties, and performance review of the Executive Director
- 9. provision of malpractice and liability insurance
- H. The Board will actively recruit members who represent a wide range of community interests and demographic characteristics of the service district including race, sex, socio-economic status, etc.

Questions about this policy should be directed to the Board Chairperson or the Executive Director.