

Policy Number: 1400
Policy Title: Executive Director
Date Adopted: June 27, 2018

Purpose

To state the authority of the Board as it relates to the Executive Director, as well as the authority and responsibilities of the Executive Director.

Policy

The Board will participate with Fairfax County government in the appointment of an Executive Director, to whom it will delegate the authority and responsibility for the overall management of the Fairfax-Falls Church Community Services Board (CSB) in accordance with Board policies. The Board will participate with Fairfax County government in the annual evaluation of the performance of the Executive Director.

The Executive Director is responsible for the following functions:

1. Provides overall leadership and professional direction to the clinical operations of a large-scale health care system which provides and coordinates a system of community-based supports for individuals and families in Fairfax County and the cities of Fairfax and Falls Church who are affected by developmental delay, developmental disability, serious emotional disturbance (youth), mental illness and/or substance use disorders.
2. Provides overall leadership and professional direction to the administrative operations of the agency, including
 - Revenues must be consistently monitored and expenditures adjusted to stay within budget.
 - Maintains a system to collect fees from Medicaid, Medicare, numerous private insurance companies and Managed Care Organizations (MCO's) as well as direct client payments.
 - Serves as the appointing authority for all positions with full responsibility for hiring, promotion, separation, discipline and grievances. The staff consists of numerous professionals including psychiatrists.
 - Responsible for operations at all locations.
 - Negotiates and manages all major service-related contracts.
3. Develops the agency's long term strategic plan to deliver the services outlined above, ensures that stated priorities and objectives are met, and reports progress to the CSB Board semi-annually.
4. Serves as the chief staff person to a sixteen-member board of directors operating under the administrative policy board model in Virginia.

5. Serves as the chief liaison to elected and appointed officials at the state level and with three local jurisdictions (Fairfax County, Cities of Fairfax and Falls Church).
6. Builds and maintains a network of relationships with other public and private agencies, consumers and family members, as well as numerous advocacy and professional organizations.
7. Ensures that a comprehensive corporate compliance program is in place and functioning so that the CSB is compliant with laws, regulations, policies and procedures in all areas of operation.
8. Participates in various planning, coordinating, and advocacy functions at the state, regional and local level.

The Executive Director has overall responsibility for managing the CSB but may delegate any or all of these functions.

In performing all of the above, the Executive Director will ensure that the CSB Board is informed sufficiently, and in a timely manner, to allow the Board to fulfill its statutory responsibilities for oversight and governance as set forth in Virginia Code §37.2-504(A)(B).

Approved		June 27, 2018
	Secretary	Date

Policy Adopted:	September 1979
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