

Pol_322	Chief Executive Officer Guidelines
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Within the guidelines established by the governing body, delivery of strategic goals and associated operational management of Life Choice is delegated to the Chief Executive Officer (CEO). This policy describes the role, accountabilities and management approach of the senior management positions in Life Choice.

Record of policy development		
Version	Date approved	Date for review
2022/1	September 2022	September 2024

This policy applies to	Governing body/ staff / volunteers
Policy approval	Board

Policy context: This policy relates to	
Standards or other external requirements	<u>NDIS Practice Standards and Quality Indicators</u>
Legislation or other requirements	<u>National Disability Insurance Scheme 2018</u>

Definitions

Management positions: those roles in the organisation with accountability for achieving the strategic goals of the organisation, including legal and contractual obligations and financial viability.

Procedures

The governing body delegates day-to-day management of the organisation to the CEO. Within guidelines set by the governing body, the CEO has responsibility for management of the organisation, including service delivery, allied health and support coordination.

The CEO will ensure the following:

- **Financial management:** That Life Choice:
 - has sufficient funds to carry out its core work and contracted obligations;
 - operates within its allocated resources;
 - maintains reserves to adequately cover its liabilities;
 - remains financially solvent and viable over the longer term.
- **Activities and services:** That Life Choice:
 - contracts only for activities and projects that are within its identified core aims and strategic directions;
 - implements work programs that provide effective contribution to the achievement of Life Choice's core aims and objectives.
- **Human resource management:** That Life Choice:
 - is able to attract the skilled staff required;
 - operates within current industrial relations legislation and within the terms of any contracts or agreements with staff;

- provides a safe and supportive working environment.
- **Asset protection:** That
 - the assets of Life Choice are well managed and maintained.
- **Communication and advice to the governing body:** That the Life Choice governing body is provided with:
 - accurate information and well-considered advice from staff;
 - reports on current status of the organisation and its activities;
 - information on any risk or threat to the organisation and its interests.
- **Legal obligations:** That Life Choice:
 - operates in compliance with the policies and procedures established by the governing body;
 - acts in compliance with its legal obligations and within the law generally;
 - does not become liable to legal action as a result of negligence by the [senior management position] or other staff.
- **Public profile:** That Life Choice:
 - maintains a positive profile and reputation with stakeholders and in the media;
 - is respected for its competence and capacity to carry out its role.

The CEO will manage key management and operational issues, according to the direction and policies laid down by the governing body, including:

- Implementation of the strategic plan, including development of, and reporting against the operational plan;
- Developing and implementing organisational strategies and making recommendations to the governing body on significant strategic initiatives;
- Making recommendations for the appointment of staff, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for positions;
- Recruitment, management and supervision of staff, in conjunction with the HR Admin Assistant and relevant Leader/s;
- Developing the annual budget and managing day-to-day operations within the budget;
- Overseeing financial management of the organisation, including managing expenditures within delegations and budget;
- Maintaining an effective risk management framework;
- Liaising with stakeholders;
- Keeping the governing body and relevant stakeholders and regulators informed about any developments with a material impact on the organisation's performance; and
- Managing day-to-day operations in accordance with agreed standards for social, ethical and environmental practices.

End of document
