

SECTION- VII

Governance

- (x2) **VII-A.1.** Governing Process of the Board
- (x2) **VII-A.2.** Governing Board Membership and Duties
- (x2) **VII-A.3.** Governing Board Policies and Procedures
- (x1) **VII-A.4.** Executive Director Performance Evaluation
- (x2) **VII-A.5.** Removal of the Executive Director
- (x2) **VII-A.6.** Delegation of Duties to the Executive Director
- (x2) **VII-A.7.** Communication between the Governing Board and the Executive Director
- (x2) **VII-A.8.** Documentation of Governing Board Activities
- (x1) **VII-A.9.** Recruitment of Governing Board Members
- (x2) **VII-A.10.** Notification of Governing Board Member Vacancies
- (x2) { **VII-A.11(a)** Governing Board Member Trainings
- { **VII-A.11(b)** Mechanism(s) to Track Governing Board Member Trainings
- (x2) **VII-A.12.** Oath of Office
- (x2) **VII-A.13.** Standing Committee on Alcohol and Drug Addiction Services

Standards VII-A.1 – VII-A.2	Rationale/Authority	Documentation/Evidence
VII-A.1 The Governing Board has policies and procedures or by-laws defining the governing process of the Board and stating its rules of operations.	<ul style="list-style-type: none"> ▪ ORC 340.02 ▪ To ensure clarity regarding how the Board conducts its Business and makes decisions. 	<ul style="list-style-type: none"> ▪ Policies and Procedures or by-laws
VII-A.2 The Governing Board has policies and procedures or by-laws defining Board member duties.	<ul style="list-style-type: none"> ▪ ORC 340.02 ▪ To ensure that the expectations of Board members' duties and responsibilities are clearly articulated. 	<ul style="list-style-type: none"> ▪ Policies and Procedures or by-laws

Standards VII-A.3 – VII-A.5	Rationale/Authority	Documentation/Evidence
<p>VII-A.3 The Governing Board has policies and procedures or by-laws addressing its responsibility for the recruitment and hiring of the Executive Director, and setting the compensation of the Executive Director.</p>	<ul style="list-style-type: none"> ▪ ORC 340.032 ▪ ORC 340.04 ▪ Americans with Disabilities Act ▪ AA/EEO Requirements 	<ul style="list-style-type: none"> ▪ Policies and Procedures or by-laws
<p>VII-A.4 The Governing Board annually monitors and evaluates the performance of the Executive Director.</p>	<ul style="list-style-type: none"> ▪ To use the formal performance evaluation process as a means of providing performance feedback to the Executive Director. ▪ To facilitate communication and inform future development of the role between the Governing Board and the Executive Director. ▪ To provide documentation for employment decisions and/or salary adjustments. 	<ul style="list-style-type: none"> ▪ Copies of Performance Evaluations
<p>VII-A.5 The Governing Board has policies and procedures or by-laws, addressing the removal of the Executive Director.</p>	<ul style="list-style-type: none"> ▪ ORC 340.032 	<ul style="list-style-type: none"> ▪ Policies and Procedures or by-laws

Standards VII-A.6 – VII-A.9	Rationale/Authority	Documentation/Evidence
<p>VII-A.6 The Governing Board has policies and procedures or by-laws addressing delegation of duties to the Executive Director.</p>	<ul style="list-style-type: none"> ▪ ORC 340.032 ▪ The Governing Board may delegate to its Executive Director the authority to act in its behalf in the performance of its administrative duties. 	<ul style="list-style-type: none"> ▪ Policies and Procedures or by-laws
<p>VII-A.7 Regular and open communication exists between the Governing Board and the Executive Director.</p>	<ul style="list-style-type: none"> ▪ To ensure that the Executive Director provides information to the Governing Board and that the Governing Board is well informed. 	<ul style="list-style-type: none"> ▪ Governing Board Minutes ▪ Governing Board Meeting Packets and Agendas
<p>VII-A.8 Documentation of all Governing Board activities is maintained.</p>	<ul style="list-style-type: none"> ▪ To ensure that all official governing decisions/actions are documented and easily retrievable. 	<ul style="list-style-type: none"> ▪ Governing Board Minutes ▪ Governing Board Meeting Packets and Agendas
<p>VII-A.9 The Board facilitates the recruitment of Board Members to be considered for appointment.</p>	<ul style="list-style-type: none"> ▪ To assist in ensuring that Governing Board membership is consistent with state law. ▪ To ensure knowledgeable and qualified Board members are appointed to the Board. 	<ul style="list-style-type: none"> ▪ Advertisement ran for membership for the Governing Board ▪ Evidence of interviews of perspective board members

Standards VII-A.10 – VII-A.13	Rationale/Authority	Documentation/Evidence
<p>VII-A.10 The Board notifies the appropriate appointing authority in the event that a vacancy occurs on the Governing Board.</p>	<ul style="list-style-type: none"> ▪ ORC 340.02 	<ul style="list-style-type: none"> ▪ Cover Letter
<p>VII-A.11(a) The Board facilitates the Governing Board in meeting its training requirements.</p>	<ul style="list-style-type: none"> ▪ ORC 340.02 	<ul style="list-style-type: none"> ▪ Training Documentation
<p>VII-A.11(b) The Board tracks attendance of Governing Board members at trainings.</p>	<ul style="list-style-type: none"> ▪ ORC 340.02 	<ul style="list-style-type: none"> ▪ Training Documentation
<p>VII-A.12 All Governing Board members have taken an Oath of Office before entering upon the discharge of their duties.</p> <p>Clarifier: The Oath may be administered by an Ohio judge, a notary public or any person holding an elected office in Ohio, as long as the Board is within the geographical limit of the elected officer’s constituency.</p>	<ul style="list-style-type: none"> ▪ ORC 3.22 ▪ ORC 3.23 ▪ ORC 3.24 	<ul style="list-style-type: none"> ▪ Governing Board Minutes
<p>VII-A.13 ADAMH Boards have a standing committee on alcohol and drug addiction services.</p> <p style="text-align: right;">(ADAMH Boards)</p>	<ul style="list-style-type: none"> ▪ ORC 340.021 	<ul style="list-style-type: none"> ▪ Committee Meeting Minutes