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ADMINISTRATION

Concepts and Roles in Administration

The Board of Directors and Delegate Assembly of the Association will set direction for the Association to be implemented by the staff under the direction of the Executive Director.

The Board of Directors will devote itself primarily to establishing policies and propose bylaws for the Association, maintaining contact with persons and groups interested in the cause of better public school education, making such decisions as required of them by their bylaws, and monitoring results.

The Delegate Assembly will elect the officers of the Association, adopt resolutions regarding the positions of the Association for the following year, adopt bylaws, establish a dues schedule when necessary, and conduct other business to come before it.

ADMINISTRATION

Administrative Staff Organization

The Executive Director shall organize the Association's staff in a manner which, in the Executive Director's opinion, is best suited to achieving the goals and objectives.

The Board of Directors prefers a structure which establishes the Executive Director as the unitary executive responsible to the Board, with lines of responsibility for all other employees clearly defined.

The Executive Director shall establish a line of authority which will indicate the person in charge of Association activities should the Executive Director be absent from duties.

ADMINISTRATION**Personnel Policies & Benefits**

The Executive Director shall develop personnel policies and prepare plans for employee benefits for review by the Executive and Finance Committees.

ADMINISTRATION

Job descriptions

The Executive Director shall provide for the preparation and maintenance of job descriptions for all personnel according to acceptable personnel practice.

Such job descriptions shall be kept in an orderly fashion either in this or a separate manual.

Except for the job description of the Executive Director, which must be approved by the Board of Directors, all job descriptions are subject to the approval of the Executive Director.

ADMINISTRATION

Administrative Operations

The Executive Director is responsible to the Board of Directors and Delegate Assembly for the administration of the Association under applicable laws and policies and bylaws of the Association.

The Executive Director will maintain a staff organization pattern designed so that all members of the staff may clearly understand the functions of each and of the relationships between and among them. The organization pattern is intended to establish clear lines of communication, both vertically and horizontally. It will also provide for necessary councils, cabinets and committees to encourage efficient operations.

All groups and individuals will be given specific responsibilities, and channels will be established so that the recommendations or decisions of each group or person can be heard by the administrative officer concerned, and, where appropriate, by the Board of Directors. This means that a member of the staff, when assigned a responsibility or a position, shall be given the authority to make the decisions necessary to perform the tasks within the constraints of the policies, bylaws and budget of the Association.

(cf. 2110 - Organization Chart)

Policy adopted by
Board of Directors: 9/81

CONNECTICUT ASSOCIATION OF
BOARDS OF EDUCATION, INC.

ADMINISTRATION**Administrative Leeway in Absence of Policy**

In cases where emergency action must be taken within the Association and where the Board of Directors and Delegate Assembly have provided no guides for administrative action (policy), the Executive Director shall have the power to act.

It shall be the duty of the Executive Director to inform the President promptly of such action and of the need for possible additional policies or revisions of existing policies. In such cases the Executive Director's decisions shall be subject to review by the Board of Directors at its next regular meeting.

Policy adopted by
Board of Directors: 9/81

CONNECTICUT ASSOCIATION OF
BOARDS OF EDUCATION, INC.

ADMINISTRATION

Internal Association Representative & Deliberative Groups

The Executive Director is to encourage the creation and maintenance of appropriate internal mechanisms for communication and deliberation as needed to promote effective decision making and action.

The Executive Director will assume leadership in assisting committees, councils and comparable groups established by the Board of Directors, Delegate Assembly and Bylaws of the Association to fulfill their obligations.

ADMINISTRATION

Finance Committee

FUNCTION: The Finance Committee is a standing committee of the Board of Directors and is charged with the responsibility of advising the Board of Directors on the total financial administration of the Association including financial policies and annual budget of the Association.

ACCOUNTABILITY: The Finance Committee is directly accountable to the Board of Directors through its Chairperson who is the Secretary/Treasurer of the Association and a member of the Board of Directors.

Responsibilities

1. Establish a process for the development of annual operating budgets in cooperation with staff and related committees.
2. Recommend an annual budget to the Board of Directors.
3. Review monthly financial statements in comparison with the approved annual budget, consider major trends that may result in future problems, and communicate any attendant recommendations to the Board of Directors.
4. Make recommendations to the Board of Directors regarding financial policies and budget revisions, dues and fees structure, and other revenue producing activities.

(See also 9520 - Finance Committee)

Regulation approved by
Officers Committee: 11/16/77

Executive Director: 4/19/81
Revised: 5/10/96

CONNECTICUT ASSOCIATION OF
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ADMINISTRATION

Nominating Committee

(For details, see 9530)

ADMINISTRATION

Program Committee

(See also 9550 - Program Committee)

Regulation approved by
Executive Director:

CONNECTICUT ASSOCIATION OF
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ADMINISTRATION

Dues Committee

The Dues Committee, formed from time to time at the request of the President, will include the Secretary/Treasurer. The President will appoint the other members.

(See also 9570 - Other Committees)

Regulation approved by
Executive Director: 4/81
Revised: 12/8/89
Revised: 5/10/96

CONNECTICUT ASSOCIATION OF
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ADMINISTRATION

Association Policy Development

The Board of Directors has full authority to make changes in the internal policies of the Association as long as these policies are not in conflict with the Bylaws.

Changes in the internal policies require consideration at two meetings of the Board of Directors. At the first meeting, the proposed policy shall be discussed and may be revised. Such policy shall take effect when ratified by a simple majority vote at a subsequent meeting of the Board of Directors. This policy may be waived by a 2/3 vote of the Board of Directors present and voting, if, in their opinion, such policy change is of an emergency nature or requires immediate implementation.

(cf. 9560 - Policy Committee)

Policy adopted by
Board of Directors: 9/82

CONNECTICUT ASSOCIATION OF
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ADMINISTRATION**Policy/Regulation Development/Maintenance Process**

The Executive Director, acting for the Board of Directors and the Policy Committee, shall establish and maintain an orderly plan for preserving and making accessible the policies and bylaws of the Association and the regulations created by the administration.

The Board's policies and bylaws, and the administrative regulations shall be published in a manual, maintained in current condition, and made available to all members of the Board of Directors and Administrative staff of the Association.

(cf. 2222.5 and 9560 re: Policy committee)

ADMINISTRATION

Association Annual Report

The Executive Director will annually present to the Association membership a report which will contain, but not be restricted to, the following subjects:

- A review of the Association's adopted goals and objectives for the year being reported
- A review of the Association's accomplishments in relations to those goals and objectives
- Recommendations for future action in the light of that review
- A financial report to date, with recommendations for budgetary modifications needed to carry out the plans for future action

The Executive Director will present a draft of the Annual Report to the Board of Directors for its approval prior to distributing it to the membership of the Association.

ADMINISTRATION**Association Calendar**

The Executive Director shall prepare annually for the Executive Committee a master calendar. It shall include all responsibilities, time lines and deadlines of the Association and its officers. It shall be updated as needed.

ADMINISTRATION

Monitoring Goal Achievement

The Board of Directors expects the Executive Director to establish and operate, in cooperation with the Association staff, a comprehensive plan for monitoring the progress of the Association in striving toward its goals and achieving its objectives.

In general, the Board of Directors wishes the plan to include the topics set forth in the Table of Contents of the Manual of Policies, Regulations and Bylaws.

The Board of Directors accepts the responsibility for and will provide for evaluating its own operations.

(cf 9000 series)

ADMINISTRATION**Presentation of Gifts for CABA Services****Gifts**

The Executive Director, in consultation with the Board President, may present gifts to persons for services rendered to the Association or on other special occasions.

If any doubt or question arises as to the appropriateness of presenting such a gift in specific instances, the Executive Committee of the Board shall make the final determination.

(cf 9415, Bylaws & Board Operation)

Policy adopted by
Board of Directors: 1/83
Revised: 4/11/90

CONNECTICUT ASSOCIATION OF
BOARDS OF EDUCATION, INC.

ADMINISTRATION

Insurance/Indemnification for Legal Counsel

The CABE Board of Directors has determined that it is in the best interests of the Association to indemnify and defend any Association employee who is threatened or sued for legal malpractice while acting within the scope of his/her duties.