



**ST. ANNE CENTRE**

*Working Together Toward Excellence in Health and Wellness*

**BOARD OF DIRECTORS MANUAL**

**NUMBER: 017**

**SECTION: BRD**

<b>SUBJECT: ORGANIZATIONAL CHARTS – ST. ANNE CENTRE DEPARTMENTS</b>	
<b>MOTION #: 06-05-2019</b>	<b>DATE OF MOTION: May 20, 2019</b>
<b>CHAIRPERSON:</b> <i>Eugene Santos</i>	<b>DATE SIGNED:</b> <i>June 17/19</i>
<b>EFFECTIVE DATE: June 26, 2000</b>	<b>REVISED DATE: October 29, 2015</b>
<b>DATE REVIEWED: March 2019</b>	

**PURPOSE**

The purpose of this policy is to establish a template of the organization of St. Anne Centre and its departments.

**POLICY**

**Organizational charts must be developed for all departments of St. Anne Centre.  
(SAC By-Law Article VIII (i))**

**ORGANIZATIONAL CHART DESCRIPTION**

The organizational charts must include the following lines of communication. The CEO is responsible for all day-to-day operation of the Centre. All departments' personnel report to the department Supervisor and in turn to the CEO.

Organizational Chart must be posted in clearly visible locations.

All staff shall observe the lines of communication on the organizational chart.

**Note:** In the absence of the CEO, the Director of Care assumes this position with full authority and responsibility.

**RELATED DOCUMENTS**

**Appendices : St. Anne Centre Organizational Chart**