



ST. ANNE CENTRE
Working Together Toward Excellence in Health and Wellness

BOARD OF DIRECTORS MANUAL

NUMBER: 017

SECTION: BRD

SUBJECT: ORGANIZATIONAL CHARTS – ST. ANNE CENTRE DEPARTMENTS	
MOTION# 06-11-2022	DATE OF MOTION: November 16, 2022
CHAIRPERSON: <i>Margaret Landry</i>	DATE SIGNED: <i>November 16, 2022</i>
EFFECTIVE DATE: 26-June-2000	REVISED DATE: 13-April-2022
DATE REVIEWED: 29-October-2015; March-2019	

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 operations 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