

**WEST MICHIGAN COMMUNITY MENTAL HEALTH SYSTEM
ADMINISTRATIVE MANUAL**

		Chapter: 1	Section: 3	Subject: 3
CHAPTER: Board Operation and General Administration				
SECTION: Organization Roles and Structure				
SUBJECT: Organizational Structure				
Administrative Approval:		Date of Governing Board Action:		Page 1 of 2
		March 19, 1996		

- I. **PURPOSE:** To establish policy and procedures regarding the organizational structure of West Michigan Community Mental Health.
- II. **APPLICATION:** All programs and services operated by the West Michigan Community Mental Health Governing Body.
- III. **REQUIRED BY:** Mental Health Code and accrediting bodies.
- IV. **DEFINITIONS:** Not applicable.
- V. **POLICY:** It is the policy of the West Michigan Community Mental Health Board of Directors to delegate administrative responsibility to the Executive Director and his/her management/supervisory staff members. The West Michigan Community Mental Health Board of Directors shall review and approve the organizational structure at least every other year.
- VI. **PROCEDURES:**
 1. West Michigan Community Mental Health shall be divided into the following categories for management and supervisory purposes:
 - 1.1 Clinical Services;
 - 1.2 Administrative Services; and
 - 1.3 Service Enhancement.
 2. The Executive Director and his/her management/supervisory staff members shall review the organizational structure and make recommendations for any needed changes to the West Michigan Community Mental Health Board of Directors at least every other year.
 3. MDCH will be notified of changes to contractually required positions.
- VII. **SUPPORTING DOCUMENTS:**

Appendix 1-3-3A: Organizational Chart

