	Organizational Structure			
	Chapter:	Board Operation and General Administration	Policy #	1-3-3
	Section:	Organization Roles and Structure	Revision #	2


- 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:** Administrative Rule 330.2802 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 Chief Executive Officer 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 Operations;
 - 1.2 Clinical Service Delivery;
 - 1.3 Finance; and
 - 1.3 Healthcare Integration.
 - 2. The Chief Executive Officer 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. MDHHS will be notified of changes to contractually required positions.

VII. **SUPPORTING DOCUMENTS:**

Appendix 1-3-3A: Organizational Chart

VIII. **POLICY/PROCEDURE REVIEW:**

REV#	APPROVED BY	Policy/Procedure	DATE
1		Title Changes	09/2020
1	SMT	Annual Review	12/2021
1	SMT	Annual Review	11/2022
2	SMT	Appendix	12/2023

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Board Approval Date: 03/19/1996

IX. CHIEF EXECUTIVE OFFICER ENDORSEMENT:

I have reviewed and approved of policy # 1-3-3 Revision # 2.

CEO: Lisa A. Williams Approval Signature: _____

