



ORGANIZATIONAL STRUCTURE

Policy Area: Payroll and Human Resources	Number: 500.A
Initial Effective Date: 12-19-2013 Revised Policy Effective Date: 12-02-2019 Revised Policy Effective Date: 07-27-2022 <u>Revised Policy Effective Date: TBD</u>	Initial Approved Date: 12-19-2013 Revision – Date Approved: 12-02-2019 Revision – Date Approved: 07-27-2022 <u>Revision – Date Approved: TBD</u>
Approved by: NAHAC Board of Directors	
<p>PURPOSE:</p> <p>The organizational structure plays an integral role in assisting the organization in achieving its mission and vision, while providing for a sound control environment. Clearly defined responsibilities and lines of authority provide for an adequate level of accountability and a system for measuring performance for NAHAC personnel. Organizational charts and job descriptions are some resources that organizations use to help accomplish this purpose. An organization chart is a depiction of the reporting lines within the organization and relevant supporting positions. A job description is a structured and factual statement of a job’s functions and objectives, defining clearly the boundaries of the job holder’s authority, including the job title, department, location, and reporting lines.</p> <p>POLICY:</p> <p>NAHAC will ensure that a timely and accurate organization chart is both created and maintained, reflecting the names and titles of personnel within the organization. The organizational chart, including any <u>material</u> changes thereto, requires the approval from the Board of Directors.</p> <p>Each NAHAC position of employment will have an accompanying job description. Each job description will have as its aim the goal of providing the job holder and immediate direct report a clear overall view of the essential functions of the position. Periodic and timely updating of job descriptions will occur for material changes to existing job descriptions at the direction of the CEO/COO or equivalent management official. Job descriptions, including any <u>material</u> changes thereto, require the approval from the Board of Directors.</p>	

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