



**Early Learning Coalition of Southwest Florida, Inc.**

<b><u>Subject:</u> Delegation of Authority</b>		
<b><u>Policy #: 206.1</u></b> ELCSWF-EL0001 - 09	<b><u>Category:</u></b> Coalition Governance	<b><u>Reference #</u></b> OEL-EL-206
<b><u>Approval:</u></b> May 20, 2009	<b><u>Effective Date:</u></b> May 20, 2009	<b><u>Replaces (policy # and date):</u></b> Policy #019 of LCSRC ELCSWF-EL0001 (1/15/03 and 9/28/08)

**POLICY:**

1. The Board of Directors is responsible for making all policy decisions regarding the work of the Coalition, consistent with all federal, state and local guidelines for use of funds and scope of work.
2. The Chief Executive Officer (CEO) is authorized by the Board to carry out all day-to-day operational decisions regarding the work of the Coalition, including, but not limited to, authorization to develop and sign correspondence, communications, reports, payments and reimbursements on behalf of the Board.
3. The Coalition's accounting and financial polices establish the limit of authority of the CEO regarding financial transactions. Salary and work related travel expenses of the CEO must be approved by the Board Chair.
4. The Board Chair is authorized by the Coalition Board to enter into any contract in the name of, and on behalf of, the Coalition, for an amount up to one hundred thousand dollars (\$100,000.00.)
5. Original and renewal of contracts over one hundred thousand dollars (\$100,000) must be approved by the Board of Directors and the Board Chair or designee is authorized to sign the contracts. Board Chair or designee is authorized to sign and execute modifications to existing contracts with notification to Board of Directors.
5. The CEO is authorized by the Coalition Board to enter into any contract, in the name of, and on behalf of, the Coalition, up to the amount of twenty-five thousand dollars (\$25,000).
6. The CEO establishes the scope, level of authority and delegation of any Coalition staff, consistent with the policies established by law, Agency for Workforce Innovation and the Coalition Board.
7. The CEO is responsible for hiring, and supervising the work of staff and establishing the necessary operational procedures and processes to implement the work of the Coalition.

**Citation History:** Chapters 287 and 411.01 Florida Statutes