

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY:
Administration

SUBJECT:
Administrator & Home
Management

SECTION:
A
POLICY:
3

DATE:
September, 2004

Signature: _____
ADMINISTRATOR

ADMINISTRATOR & HOME MANAGEMENT

POLICY:

There shall be a designated Administrator, accountable to the LMH Board, with overall responsibility and authority for the day to day operation of the facility.

PROCEDURE:

The Administrator shall report monthly or more frequently as needed, in writing to the LMH Board of Directors. This report shall include a current report of the financial, staffing and resident activities of the Home.

The Administrator shall ensure that the administrative and organizational framework of the Leamington Mennonite Home is reflected in the daily operation of the Home. The Administrator shall provide the Board of Directors with current, timely and accurate information required by the Board to direct the appropriate expenditures of financial resources and to ensure that the provincial financial requirements, as outlined in the service agreement, are met.