



**TITLE: AGENCY STRUCTURE & CHAIN OF  
AUTHORITY**

**Policy 1.1  
Rev. January 2019**

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PURPOSE AND SCOPE

This policy outlines Kokua's organizational structure and the supervisory chain of command.

A. CHAIN OF AUTHORITY:

Kokua has a Board of Directors composed of at least 8 but no more than 15 individuals. The Board meets monthly. Subcommittees of the Board meet on a schedule designated by the Board as a whole. One meeting per year is designated as the Open Meeting. Clients of Kokua, guardians and family members are invited to the Open Meeting. This is to give feedback directly to Board members on the quality of services, suggestions for improvement and any other items they deem appropriate.

The Executive Director for the Supported Living Program reports directly to the Board of Directors. The Executive Director supervises the Client Programs Coordinator, Development Director, the Service Coordination Team, the Outreach and Development Team and the Office Management Team.

B. DESIGNATION OF AUTHORITY:

The Officers of the Corporation are appointed by the Board. The Officers are the President, the Vice President and the Corporate Secretary. The Executive Director serves as the President of the Corporation. In the event of the unplanned absence of the President (illness, injury, death, etc.) the Vice President, under supervision of the Board, will serve as the Acting Director until such time as the Board appoints a new Executive Director.