

MEMORANDUM

May 31, 2017

TO: Members of the Mid-Valley Executive Advisory Board
FROM: Carla Cumblad, Executive Director
RE: Chain of Command

According to Board policy 3:70, "If the Executive Director, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Executive Director and submitted to the Advisory Board.

The attached is the chain of command. Because it is such a small office, command may be shared with a number of administrators. In general, the second in the chain is the Director of Business and HR. However, for student-related issues, it may be another administrator. In the New Directions Program, the Social Workers act in the absence of the administrator, and the Executive Director is on-call for the program.