

ARIZONA BOARD OF EXECUTIVE CLEMENCY

BOARD POLICY #204

Policy Title: ADMINISTRATIVE DUTIES, RESPONSIBILITIES, and AUTHORITY OF THE EXECUTIVE DIRECTOR	Effective Date: July 06, 2017	Policy #204
	Supersedes: August 01, 2016 #101b	Pages: 4

PURPOSE:

The Board shall employ an Executive Director who shall serve at the pleasure of the Board and reports to the Board through the Chairman.

AUTHORITY:

A.R.S. §31-401; 402;

PROCEDURE:

204.01 Executive Director Duties, Responsibilities, and Authority

1.1 The Executive Director shall perform all administrative, operational and financial functions for the Board. The duties and authority granted to the executive director under this policy may be delegated to other staff members at the Executive Director's discretion.

1.1.1 The Executive Director shall recruit, hire and evaluate the Board staff members to perform the duties and responsibilities as assigned.

1.1.1.1 The Executive Director is responsible for overall training and management of Board staff to enable the members to accomplish their duties and meet their performance objectives.

1.1.1.2 The Executive Director shall ensure that each staff position shall have an operating manual that describes the requirements of how to accomplish that position's duties and responsibilities.

1.2 In carrying out the executive management duties and responsibilities, the Executive Director shall:

1.2.1 Oversee the development and management of the Board's budget, direct and supervise staff, and at the direction of the Chairman, present information to the Governor's Office and/or legislature when necessary.

- 1.2.2 Collect, maintain and ensure the accuracy of the Board's statistical data.
 - 1.2.3 Serve as contact between the Board and other agencies, governmental bodies and entities to accomplish the Board's mission.
 - 1.2.4 Oversee policy development and implementation as directed by the Board.
 - 1.2.5 Manage staff, including supervision, training, personnel evaluations, personnel actions, hiring and terminations in accordance with personnel rules.
 - 1.2.6 Oversee the design and management of the Board's website.
 - 1.2.7 Provides monthly reports to members as designated by the chairman.
 - 1.2.8 Perform other tasks as set forth in the Board Policy and Procedure Manual.
 - 1.2.9 In consultation with the Chairman, the Executive Director shall prepare the Board's annual report and other necessary reports required and present to the Board for approval.
 - 1.2.10 Authorize semi-weekly payroll submitted by Board Chairman and staff.
 - 1.2.11 Perform other tasks as directed by the chairman; or as directed by other Board members with approval of the chairman; or as directed by a quorum of the Board.
- 1.3 Make administrative purchases necessary for the operation of the Board offices and staff functioning, within the Board's funding source as authorized below:
- a. independently, up to but not exceeding two thousand dollars (\$2000.00) per purchase/expenditure;
 - b. with advice and consent of the chairman, exceeding two thousand dollars up to five thousand dollars (\$5000.00) per purchase/expenditure, and
 - c. with notice and consent of a quorum of the Board for all expenses in excess of five thousand dollars (\$5000.00) per purchase/expenditure; and,
- 1.3.1 The above purchase/expenditure restrictions do not apply to on-going, ordinary operating expenses such as salary and any Board travel costs.

204.02 Executive Actions Requiring Board Approval

- 2.1 The following administrative actions by the Executive Director must be approved by a quorum of the Board:
- a. revisions, additions or deletions to the Board's Parole Policy & Procedure Manual;

- b. final budget and annual report;
- c. discretionary salary increases and staff reclassifications
- d. initiation of non-budgetary legislative actions, i.e. statutory changes;
- e. entry into Memorandums of Understanding or contracts with other governmental entities;
- f. grant applications;
- g. strategic plan submittal and any special reports submitted to the Governor's Office; and,

204.3 Executive Actions Requiring Chairman Approval

- 3.1 scheduling of business meetings.
- 3.2 setting of the Board calendar and meeting agendas.
- 3.3. press releases or other public notices.
- 3.4 additions or revisions to the Board's Administrative Policies and Procedures Manual.
- 3.5 website revisions.
- 3.6 Salary for new hires where it exceeds the midrange salary of the pay grade
- 3.7 Executive Director's work hour schedule.

204.4 Executive Actions Not Requiring Board Approval

- 4.1 The Executive Director may take the following actions without Board approval. This list is nonexclusive, and does not limit the Executive Director's authority to take any other action necessary, within the bounds of Board policy and the law, in order to carry out duties and responsibilities.
 - 4.1.1 Read and respond to correspondence mailed to the Board and former members at the administrative office address, including correspondence marked "confidential." Letters addressed to individual Board members shall be forwarded to that Board member for review and appropriate action.
 - 4.1.2 Respond to public requests for information or records in accordance with

governing law.

- 4.1.3 Act on behalf of the Board in response to official inquiries, surveys, investigations or other fact-finding initiatives, including request for interviews.
- 4.1.4 Authorize semi-weekly payroll submittal by staff and any staff overtime as necessary.
- 4.1.5 Modify or create forms as needed consistent with Board policy.
- 4.1.6 Bring special hearing matters to the Chairman's attention prior to the individual's regular hearing, including commutations, modifications, etc.
- 4.1.7 Procure, schedule and pay for fees, travel and lodging expenses associated with professional staff training seminars, conferences and workshops which contribute to the operation of the Board.
- 4.1.8 In conjunction with the chairman, initiate communications and meetings with other agencies and officials as necessary to carry out and promote the Board's business.

204.5 Annual Business Meeting

- 5.1 The Board will hold an annual business meeting. The Executive Director shall review and provide an analysis of the Boards' business matters. The Executive Director shall present to the Board members:
 - a. summary and analysis of the board's fiscal activities;
 - b. review and analysis of the Board's statistical data, decision-making and research data.
 - c. overview of the board's strategic plan and status;
 - d. summary of new legislation as related to the Board and the Department of Corrections;
 - e. any topics related to the next legislative session;
 - f. projected needs and concerns for the Board's forthcoming budget;
 - g. annual report and budget timeline and review schedule; and,
 - h. any audit reports.
- 5.2 The Executive Director shall ensure there is an audio recording of the meetings and shall make it available to the public if requested except for any portion designated as executive session.
- 5.3. The Executive Director shall provide a written record of the minutes of the annual business meeting to board members and staff.

Implementation:

This policy was adopted by the Arizona Board of Executive Clemency in accordance with law.