

# ***SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY***

## ADMINISTRATIVE PROCEDURE

**NUMBER: DA1003**

**NAME: AGENCY ORGANIZATIONAL CHART**

**INITIAL APPROVAL DATE:** 07/10/2002 BY: Administrative Committee

**(LAST) REVISION DATE:** 10/18/2018 BY: Policy Committee

**(LAST) REVIEW DATE:** 05/25/2023 BY: Policy Committee

**DISCONTINUED DATE:** N/A REPLACED BY: N/A

### **PURPOSE**

The Organizational Chart is meant to convey the functional lines of authority within the Agency. It is a tool to be used during orientation or public education.

#### **I. APPLICATION**

Populations: **NA**

Programs: **Direct - ALL**  
**Contracted - ALL**

#### **II. PROCEDURE**

Sanilac County Community Mental Health Authority (Sanilac CMH) uses an updated Organizational Chart to facilitate understanding of the Agency's organizational structure.

#### **III. DEFINITIONS**

None

#### **IV. STANDARDS**

None

#### **V. PROCEDURES**

It shall be the practice of the Agency to update the Organizational Chart at least quarterly or when significant staffing changes occur within the organization. The Organizational Chart will be posted on both the external and internal Agency websites, for public and staff access. This information shall be shared with new staff during their respective orientations. The updated versions shall be shared with the Sanilac CMH Board members. Copies of the most recent Organizational Chart will be provided on request to any interested party.

#### **VI. ATTACHMENTS**

None

#### **VII. REFERENCES**

None