



BOARD POLICY DELEGATION OF CEO AUTHORITY TO CAO
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Section:	Administration		
Subject:	Delegation of CEO Authority to Chief Administrative Officer		
Effective Date:	March 25, 2026	Review Date:	March 18, 2026
Approved: March 25, 2026			

AUTHORITY:

Section 77.110(a) of the Kids Hope Alliance enabling Ordinance Code states that the "Board may authorize the CEO to execute contracts and other documents on the Board's behalf."

PURPOSE:

This policy delegates the execution authority for contracts and other documents to the CAO during the times that the CEO is unavailable because the CEO is on leave from work or out of town for Kids Hope Alliance business. This delegation allows the business of the Kids Hope Alliance to continue uninterrupted.

POLICY:

During such times as the Chief Executive Officer (CEO) of the Kids Hope Alliance is on leave from work or out of town for Kids Hope Alliance business, the Board:

1. Authorizes the Chief Administrative Officer to execute, on behalf of the Board, all contracts, and other documents which the Board has authorized the CEO to execute.
2. Authorizes the Chief Administrative Officer to take all other actions consistent with the responsibilities delegated to the CEO by the Board to the extent necessary to allow the Kids Hope Alliance to continue operations and programming during the CEO's absence.
3. Prior to taking annual leave, the CEO shall:
 - Make a request for annual leave at least two (2) weeks prior to the first day of the requested leave. Requests should be made through the KHA Board Chair and include the intended leave dates. The Board Chair may, at their discretion, approve a leave request submitted less than two weeks prior to the intended leave dates when circumstances warrant such consideration.

- Prior to submitting the request, the CEO shall ensure that the Chief Administrative Officer (CAO) is available to fulfill all KHA leadership responsibilities during the CEO's absence.
 - Send a Delegation of Authority Notice in accordance with KHA policy to all Board members.
4. In the event the Chief Executive Officer (CEO) will be absent due to travel for KHA business or for participation in external training, the following requirements shall apply:
- The CEO shall notify the Board Chair of the planned travel or training, including the dates of travel, estimated or actual costs, and the purpose of the travel or training.
 - The CEO shall follow all City HR guidelines for travel approval.
 - The CEO shall obtain approval from the Board Chair prior to incurring travel or training expenditures or departing for such travel.
 - The CEO shall provide notice of the intended travel or training to the full Board.
 - Prior to the period of absence, the CEO shall issue a Delegation of Authority Notice to the Board identifying the individual to whom authority is delegated and the scope and duration of that delegated authority
5. The Chief Executive Officer (CEO) must obtain prior approval from the Board Chair before performing work from a remote location or from home. When the CEO is working remotely, it is expected that the CEO is fully available and able to perform all regular duties; therefore, remote work alone does not require delegation of authority to the CAO. The CEO shall comply with all applicable City of Jacksonville policies and procedures governing Work at Home arrangements.
6. In the event that the CEO needs to take sick or emergency leave, the CEO shall:
- Notify the Board Chair as soon as practicable.
 - Provide a Delegation of Authority Notice to the Board.

Board Secretary's Signature: _____

(in the event the Board Secretary is not present, the Board Chair may sign, and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____