

CORNERSTONE BEHAVIORAL HEALTHCARE

EXECUTIVE DIRECTOR

Responsibilities:

The role of an Executive Director is to design, develop and implement strategic plans for the organization in the most cost effective and time efficient manner.

The Executive Director is responsible for both the day-to-day running of the organization and developing business plans for the long term future of the organization.

The Executive Director is a leadership role for an organization and he or she fulfills a motivational role for members in addition to his or her more office-based work.

The Executive Director motivates and mentors members of the management team and chairs meetings. The Executive Director leads the organization and develops its organizational culture.

The Executive Director reports to the Advisory Board on a semi-annual basis to keep them informed of the state of the organization. The Advisory Board will offer suggestions and ideas about how to improve the organization to the Executive Director.



Executive Director/Date

12-23-10

Revised: 12/13/10