***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Organization and Responsibilities **CODE: A-4**

SUBJECT: Administrative Committee **EFFECTIVE:**

**COORDINATOR: Chief Executive Officer**

1. The membership of the Administrative Committee should be made up of the heads of each department and will be approved by the Board of Directors upon recommendations from the Chief Executive Officer.
2. The Administrative Committee will be chaired by the Chief Executive Officer or designee.
3. The Administrative Committee will meet weekly or more often depending upon the issues in the Hospital
4. The duties of the Administrative Committee are:
5. Approve the institutional administrative policies and for major policies recommend to the Board of Directors approval.
6. Approve the annual budget and recommend the budget to the Board of Directors for approval.
7. Review the monthly financial statement and recommend to the Chief Executive Officer actions for maintaining income/expenditures within budget.
8. Review all incidents of the hospital and determine the corrective action, if any, that needs to be done.
9. Approve the hiring of additional personnel for which there is not a budget.
10. Prioritize capital expenditures in accordance with the budget.
11. Approval of resignation, transfers and other forms of leave (e.g. no pay).
12. Coordinates the creation of standing Sub-Committees.
13. Other items as determined by the Chief Executive Officer.
14. Minutes of the Administrative Committee meetings will be kept and filed in the office of the Chief Executive Officer. They must be submitted to the Union per local requirements.

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_