

## MANAGEMENT TEAM GUIDELINES

### ROLES OF THE BOARD, DISTRICT ADMINISTRATOR AND ADMINISTRATORS

The Board will establish and interpret policy and be responsible to the needs, goals and standards of the community within the framework of the law. In order to fulfill its role effectively, the Board will communicate through the District Administrator.

The District Administrator is obligated to listen to the concerns of the members and to bring substantive issues to the team for resolution. The District Administrator reports to and is directly responsible to the Board for the total management of the District. He/she is unique in that he/she has the position of accountability for all final administrative decisions and as such may accept, revise or reject team reports or decisions.

The Business Manager will work, in conjunction, with the District Administrator on maintaining and providing financial data to the Administrator(s).

The Administrators are obligated to use the team management process in raising and resolving problems. They will be committed to and supportive of final decisions.

### MANAGEMENT TEAM PROCESS

Team management is a process within the recognized organizational structures designed to involve the managers in decisions of significance and to facilitate communication within the organization. Problems should be identified by any member of the team. A problem may or may not require a team solution.

### WORKING RELATIONSHIPS

The management team members will strive to maintain a working relationship with each other so that there is a mutually supportive and responsible attitude. There must be a commitment to one another and the decisions which are made whether there is total agreement or not. A coordinated; team effort is the objective in these relationships.

### COMMUNICATION

Effective communications are the most integral aspect of the management team. Honesty, openness, trust and appropriate confidentiality are sought in all that is spoken or written.

**APPROVED:**     March 15, 2010  
                      **NOVEMBER 17, 2014**