

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION  
GRAYSON, KENTUCKY

POLICY NO. 119

SUBJECT: ORGANIZATION POLICY

I. OBJECTIVE

To establish a sound organization structure that will provide the most effective leadership and working relationships to the end that work may be accomplished more efficiently, more economically and with high satisfaction to all concerned.

II. PRINCIPLES OF ORGANIZATION

Be it resolved that the Board of Directors of Grayson RECC has established the following principles as the organization policy to be followed by the President & CEO in the development of an organization plan for the Cooperative.

- A. The organization plan will be developed from the point of view of the activities required to achieve the objectives of the Cooperative.
- B. Activities will be grouped in a logical and orderly manner and in depth consideration will be given to the aptitudes and attitudes of persons hired to fill a specific job classification.
- C. Each person's responsibilities, authorities and relationships shall be as follows:
  - 1. Fully expressed in written form
  - 2. Clearly understood, and
  - 3. Completely accepted not only by the individual, but also by all persons affected by that position.
- D. Delegation of authority and the freedom to act shall be clearly and appropriately defined and be adequate for responsibilities assigned.
- E. No person shall report to more than one supervisor. However, an individual may be assigned by his/her supervisor to serve or assist another department and receive directions within that assigned sphere of service.
- F. The number of persons reporting to a supervisor and/or department head should be few enough so that he/she can give each person adequate attention when needed and still leave the supervisor or department head time for other responsibilities such as investigation, planning, and doing those things which only the supervisor or department head can be responsible for.
- G. Titles should be appropriate and consistent.
- H. The organization plan should be kept flexible and sensitive to changing conditions and growing personnel.

- I. Coordination of interdependent departments shall be provided through defined organization arrangements and through defined policies and procedures. This coordination shall be provided as close as possible to the operations effected.
- J. The Supervisor and/or Department Head who is immediately responsible for an operation should not have the final control over the reviewing authority for the functions of inspection, quality, control or audit of operations.
- K. The organization plan shall be clearly and fully described in a written organization manual containing functional and personnel charts for each organization unit, position descriptions, statements of standing committee functions and statements of organization principles such as line and staff relationships.

III. RESPONSIBILITY

- A. The President & CEO, who may be assisted by a staff advisory group, shall be responsible for keeping the organization manual up to date; auditing it; assuring that everyone affected fully understands the organization's plan and that they are trained in how to function effectively according to the plan.
- B. The Board of Directors shall be responsible for reviewing and approving a "Statement of Board Objectives and Functions" and the position description of the President & CEO of e Grayson RECC.

  
Roger L. Trent, Chairman

  
Bill E. (Eddie) Martin, Secretary/Treasurer

Date Adopted: 03/26/65  
Reaffirmed: 11/16/79  
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