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<b>Subject</b>	Policy and Procedures for Chain of Command
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## 1. Statement of Purpose

This document outlines the policy and procedures for the chain of command within Saudi Society for Multidisciplinary Research Development and Education (SCAPE Society), designed to ensure clear communication, effective decision-making, and accountability at all levels. This policy applies to all members of the Board of Directors, the CEO, Team Leaders, Committee Chairs, members and Employees.

## 2. Definitions

**2.1 SCAPE Society:** Saudi Society for Multidisciplinary Research Development and Education

**2.2 Board of Directors:** The governing body responsible for overall strategic direction and oversight.

**2.3 Chief Executive Officer (CEO):** The highest-ranking executive responsible for the overall operations and management.

**2.4 Track/Team Leaders:** Heads of tracks responsible for overseeing specific tracks, teams or departments.

**2.5 Committee Chairs:** Heads of various committees formed to focus on specific tasks or areas.

**2.6 Employees/members:** All other staff members working within the SCAPE society.

## 3. Chain of Command

### 3.1 Board of Directors

#### 3.1.1 Responsibilities:

- Establish the organization's mission, vision, and strategic goals.
- Approving major strategic and significant corporate decisions.
- Providing oversight of the organization's operations and performance to ensure alignment with strategic objectives.
- Monitoring financial performance, risk management, and compliance with laws and regulations.
- Selecting, appointing, and evaluating the Chief Executive Officer (CEO) to lead the organization.
- Identifying and managing strategic, operational, financial, and other risks that could impact the organization.



- Ensuring compliance with applicable laws, regulations, and ethical standards.
- Identifying and developing future leaders within the organization.
- Representing and communicating with shareholders, employees, customers, suppliers, and other key stakeholders.
- Building relationships with external stakeholders to support the organization's goals and values.

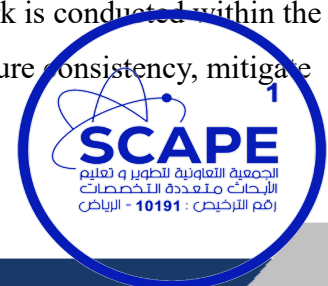
### 3.1.2 Communication Flow:

- Communicate directly with the CEO.
- Hold regular meetings to review progress and strategic initiatives.

## 3.2 Chief Executive Officer (CEO)

### 3.2.1 Responsibilities:

- Developing and articulating the organization's vision, mission, and long-term goals.
- Provide oversight and governance for the Society's tracks, departments and committees.
- Building and nurturing a high-performing organizational culture that promotes teamwork, innovation, and accountability.
- Making key decisions and solving complex problems to drive the organization forward.
- Selecting, appointing, reappointment and evaluating the track leaders and Chairmans to achieve organization goals and objectives.
- Direction and follow-up with track leaders and Chairmans.
- Oversee daily operations and monitoring key performance indicators and operational metrics to track progress and identify areas for improvement.
- Create committees or task forces to address specific issues, projects, or strategic initiatives within the organization. These committees can help in decision-making, problem-solving, and achieving organizational goals. The CEO may re-structure tracks, re-structure or disband committees once their objectives are not met or if they are no longer needed.
- Establish regulations, and guidelines to ensure compliance, efficiency, and alignment with organizational goals and objectives.
- Developing and implementing policies and procedures that govern how work is conducted within the organization. These policies and procedures help standardize processes, ensure consistency, mitigate risks, and align activities with the organization's vision and strategic goals.



- Identifying and managing risks that could impact the organization's operations, reputation, or financial stability.
- Promoting a culture of innovation and continuous improvement within the organization.
- Identifying growth opportunities, new markets, and strategic partnerships to drive expansion and competitiveness.
- Ensuring compliance with laws, regulations, and ethical standards in all aspects of the organization's operations.
- Steering the organization towards its strategic objectives, fostering a positive organizational culture, and ensuring sustainable growth and success in a dynamic business environment.

### 3.2.2 Communication Flow:

- Communicate directly with the Board of Directors.
- Liaise with Team Leaders and Committee Chairs.
- Hold regular meetings with Team Leaders and Committee Chairs to ensure alignment and progress.

## 3.3 Team and Track Leaders

### 3.3.1 Responsibilities:

- Building and nurturing a high-performing organizational culture that promotes teamwork, innovation, and accountability within the track or team.
- Manage specific teams or departments to achieve the track's goals and objectives.
- Oversee daily operations and monitoring key performance indicators to track the progress and identify areas for improvement within the track or team.
- Implement CEO directives within their teams.
- Ensure team performance and goal achievement.
- Ensuring sustainable growth and success in a dynamic environment within the track or team.

### 3.3.2 Communication Flow:

- Report directly to the CEO.
- Communicate regularly with their team members.
- Attend meetings with the CEO and other Team Leaders to coordinate activities and share updates.



### 3.4 Committee Chairs

#### 3.4.1 Responsibilities:

- Lead specific committees focused on particular areas or projects.
- Ensure committee objectives are met.
- Implement CEO directives within their teams.
- Coordinate committee activities with broader organizational goals.

#### 3.4.2 Communication Flow:

- Report directly to the CEO.
- Communicate regularly with committee members.
- Attend meetings with the CEO and other Committee Chairs to ensure integration and progress.

### 3.5 Employees and members

#### 3.5.1 Responsibilities:

- Execute tasks and responsibilities as directed by Team Leaders and Committee Chairs.
- Contribute to team and organizational goals.

#### 3.5.2 Communication Flow:

- Report directly to their respective Team Leaders or Committee Chairs.
- Participate in team or committee meetings as required.
- Provide feedback and updates to their immediate supervisors.

## 4. Procedures

### 4.1 Decision-Making

- **Board of Directors:** Decisions are made during scheduled board meetings through a majority vote.
- **CEO:** Decisions are made in alignment with the organization's vision, mission, and long-term goals.
- **Team Leaders and Committee Chairs:** Decisions are made in consultation with their teams and in accordance with directives from the CEO.

## 4.2 Conflict Resolution

### 4.2.1 Internal Disputes:

- Employees should first address issues with their immediate Team Leader or Committee Chair.
- Unresolved issues can be escalated to the CEO.
- The CEO may involve the Board of Directors if necessary and based on the direction of the CEO.

### 4.2.3 External Disputes:

- Managed by the CEO with input from the Board of Directors if needed.

## 5. Documentation and Record-Keeping

### 5.1 Minutes of Meetings:

- Recorded for all Board, CEO, and Team Leader/Committee Chair meetings.
- Distributed to relevant parties and stored for reference.

### 5.2 Reports and Updates:

- Regular reports must be documented and archived.
- Ensure transparency and accountability.

## 6. Review and Amendments

This policy will be reviewed every two years by the Board of Directors and updated as necessary to ensure it remains effective and relevant to the organization's needs.

## 7. Conclusion

Adhering to this chain of command policy ensures a structured and efficient organizational environment. Clear roles, responsibilities, and communication channels enable our society to achieve its goals and maintain high standards of operation.

**Dr. Khalid A. Al Sulaiman**

Chairman of Board of Directors  
Chief Executive Officer (CEO)

