

WHO DOES WHAT?

As the Board of Commissioners and staff working together as a management team, discuss the tasks on the list below and decide how you would assign the responsibility for each decision. Please fill in the blank on each task with one of the following:

- 1** = Only the **Board** of Commissioners may make the decision.
- 2** = The **Executive Director** has complete authority to make the decision.
- 3** = The Executive Director has the authority to act and then **inform** the Board.
- 4** = The Executive Director must seek **prior approval** from the Board to act.

- ___ 1. Write the Indian Housing Plan.
- ___ 2. Review and approve the IHP before submitting it to HUD.
- ___ 3. Discipline an employee who arrives at work intoxicated.
- ___ 4. Change the Board meeting times or dates.
- ___ 5. Decide whether the Executive Director will represent the Housing Authority at a business or social function.
- ___ 6. Initiate a total ban on smoking in the Housing Authority office building.
- ___ 7. Set minimum salary for new employees.
- ___ 8. Have preliminary plans drawn up for a new building project that mentioned at the last Board meeting.
- ___ 9. Hire an architect for a construction project.
- ___ 10. Purchase a new telephone system with budgeted IHBG funds.
- ___ 11. Send a department director to a 3-day leadership conference in Las Vegas at the Housing Authority's expense.
- ___ 12. Plan a Board/staff retreat to develop the next 1-year plan.
- ___ 13. Select a firm to audit the Housing Authority's finances.
- ___ 14. Hold a press conference to announce a new development project.
- ___ 15. Have the Executive Director's office redecorated and refurnished.
- ___ 16. Decide whether the Executive Director can attend a weeklong training workshop on Indian housing management.
- ___ 17. Hire an employee for a position that was not in the operating budget.

- ___ 18. Approach tribal members about serving on a housing advisory committee.
- ___ 19. Communicate information to another Housing Authority Board.
- ___ 20. Notify contractors of bidding results.
- ___ 21. Decide in which bank(s) to deposit Housing Authority funds.
- ___ 22. Decide how to invest \$200,000 in surplus funds.
- ___ 23. Decide which items or services to cut to meet budget demands.
- ___ 24. Change tenant-billing procedures.
- ___ 25. Change office records to a computerized system.
- ___ 26. Give recognition awards to local members of the tribal community for their service or contributions to the Housing Authority.
- ___ 27. Lay off a staff member to meet the budget.
- ___ 28. Develop the agenda for Board meetings.
- ___ 29. Award contracts to vendors.
- ___ 30. Order the repair of vandalized property.
- ___ 31. Hear budget requests from other tribal organizations.
- ___ 32. Promote a staff member from a temporary position to a permanent position.
- ___ 33. Establish guidelines for evaluation of employees.
- ___ 34. Change the Executive Director's evaluation form.
- ___ 35. Determine the type and number of clerical positions for the Housing Authority.
- ___ 36. Retain legal counsel for the Housing Authority.
- ___ 37. Select an applicant for an administrative assistant position.
- ___ 38. Establish a flexible work schedule for the Executive Director.
- ___ 39. Terminate a popular, long-time employee for poor job performance.