

ADMINISTRATION

- ❖ General Administration
- ❖ Succession Planning

ADMINISTRATION

GENERAL ADMINISTRATION

Objective

To administer and manage the activities of the Council of Governments.

Work Items

1. Supervise and manage staff and programs of the Council of Governments.
2. Prepare annual work programs and budgets and amendments thereto.
3. Investigate grant programs and prepare applications (for regional programs).
4. Conduct general administrative services, including but not limited to:
 - a. Budget, accounting and cash flow management
 - b. Purchasing
 - c. Personnel administration
 - d. Communications and publications
 - e. Information and computer systems management
5. Inform member governments and public about the activities of the Council of Governments.
6. On request, respond to special needs of member agencies and provide services as necessary.

Output

The administrative activities described above are not considered to be end projects. Their purpose is to facilitate the attainment of programs and products undertaken by the Council of Governments and increase local knowledge and awareness of pertinent issues. Information will be disseminated throughout the year.

Coordination

Not applicable to administrative work. Some special services and studies may require coordination among all affected interests.

Citizen Involvement

Not applicable to administrative work.

Community and Regional Contributions and Benefits

The benefits derived from this work program extend to member governments and the general public. Quality control of the agency and its many projects is assured and clear, accurate records of fiscal accountability are maintained. These are essential to maintain a strong, viable voluntary association.

ADMINISTRATION SUCCESSION PLANNING

Objective

To plan for the operability of the Council of Governments and the seamless provision of services during time of transition.

Work Items

1. Develop coordinated approach to information/data storage and retrieval.
2. Establish central filing system with master index.
3. Develop framework for integrating project components into central user files.
4. Develop retention schedules.
5. Update Bylaws as needed.
6. Update Personnel Policies as needed.
7. Create Operating Policies manual.

Output

A well organized office environment with easily retrievable data, historical, and current project information: A unified system for file/information storage; a systematic approach to document retention, and turn over; well established guidelines for Agency and Council operation.

Coordination

Coordination activities will most likely occur at the staff level. GHCOG members will be consulted when appropriate.

Citizen Involvement

Not applicable to this type of internal process.

Community and Regional Contributions and Benefits

Benefits derived extend to members, member entities, and the general public. Since information and data comprise a large element of our Work Program and are a basic member benefit, easy access is a must. Organized systems for information, document, or project retrieval will increase the quality of customer service. The establishment of internal procedures along with a systematic approach to retrieving organizational and project related information will reduce down time in the event of transition at the Council, staff, or director level.