

## **Ann Arbor Housing Commission Succession Planning**

### **Executive Director**

- 1) Planned vacation or short term illness
  - a. Executive Director appoints the person in charge and notifies staff
    - i. Non-Union Manager
- 2) Unexpected long-term illness or departure of Executive Director from organization
  - a. Board President contacts City of Ann Arbor HR department to discuss staffing options
  - b. HR set up meeting with AAHC Management team and Board Chair to agree on Agency Management plan
    - i. Determine if 1 person in organization or 2 people can take on responsibility or if need to bring in outside person
  - c. Contact Dykema Gossett to find out who at the AAHC is authorized to sign legal documents for LIHTC transactions and modify documents if necessary
  - d. Contact Vice President of Norstar to determine status of RAD projects, what Norstar needs, and what Norstar can do to assist
  - e. Notify Director of HUD and AAHC HUD rep in Detroit so that HUD correspondence gets sent to the correct person
  - f. Contact IT to get access to Executive Director phone and computer password to change and monitor messages
  - g. Finance and Administrative Manager reviews internal financial controls to determine who is authorized to sign banking documents, checks, etc and modify as needed
  - h. Finance and Administrative Manager reviews HUD authorizations for various programs and reassigns
  - i. Finance and Administrative Manager reviews Yardi authorization and reassigns
- 3) Deputy Director
  - a. There is no plan to hire a Deputy Director position
  - b. HR is working with the Teamster Manager Positions – Voucher Manager and Residency Managers to create job progressions. The highest level would be a Deputy Director. If the manager progresses through all the levels, then they could become a Deputy Director with additional responsibilities in the organization.

## Contact Information 2015

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