



TACOMA HOUSING AUTHORITY

Policy No.	G-05
Policy	Exercise and Delegation of Executive Director Authority
Date	March 25, 2015

1. Purpose

To state the general authority and responsibilities of the Executive Director and authorize the delegation of this authority to others in the Executive Director's absence.

2. Sources for Policy

THA Resolution 2015-3-25(3)
 THA Resolution 2012-11-28 (1)

3. Scope of Policy

This policy pertains to the full range of the Executive Director's authority.

4. Who is Responsible for Implementing Policy

Who	Responsibilities
Executive Director and THA Staff	To comply with all terms of this policy.

5. Definitions

[none]

6. Forms Associated with this Policy

[none]

7. Policy

7.1 Powers and Duties

The Executive Director is responsible, under the general direction of the Board of Commissioners, for the administration of the Tacoma Housing Authority.

7.2 Delegation or Ratification of Authority

The Executive Director may delegate to any subordinate Tacoma Housing Authority employee the authority to exercise or perform any of the Executive Director's powers or duties. The Executive Director may also ratify any such exercise or performance. This delegation or ratification must be in writing or must be pursuant to this policy. Acts performed within such delegation or ratification shall constitute acts of the Executive Director.

If the Executive Director is not available and in the absence of his or her express delegation, the Deputy Executive Director, or, if he or she is not available, the Chief Operating Officer, or, if he or she is not available, the Director of Finance, or, if he or she is not available, the Director of Real Estate Development, is authorized to exercise or perform the powers and duties of the Executive Director if one of them on such an occasion determines that all of the following are true:

- (i) the welfare of the agency requires the exercise or performance of these powers and duties;
- (ii) the Executive Director is not available by phone, email or otherwise either to exercise or perform them or to expressly delegate responsibility to do so within the time required by the circumstances; and,
- (iii) there is not a current and contrary delegation of authority.