



Delegation of Responsibilities

This procedure will serve as the FAI formal procedural delegation of responsibilities when the President/CEO is on work travel or personal leave. It will be updated from time to time as needed, as authorized by the President/CEO.

In the absence of the President/CEO, the following people shall be in charge in the following order:

1. Vice President / Director of Indigenous Operations
2. Director, Indigenous Leadership Continuum
3. Director, Finance
4. Director, Alaska Native Policy Center [when present]
5. Director, Indigenous Advancement [when present]

There should be no time when there is not leadership team coverage. It is incumbent upon the leadership team to ensure coverage of operations, assume personal responsibility to clarify and work together to establish a clear line of responsibility rather than making an assumption about coverage. Coordination between the Directors and the President/CEO for taking personal leave and scheduling work travel is important as it is likely at least one Director will be out of the office at the same time as the President/CEO.

Duties of the person in charge include communicating regularly with the President/CEO, attending to normal day to day activities, ensuring operations are open and adequately staffed during normal business hours, addressing emergency issues, and being in contact with other Directors to ensure coverage and employee supervision.

Directors do not have the authority to close the office unless pre-authorized by the President/CEO - unless there is an urgent situation and the President/CEO cannot be reached, in which case the lead Director should make the decision to protect life, safety and property first (for instance, if winter weather causes the Anchorage School District, State of Alaska and Municipality offices to close due to hazardous road conditions, and the President/CEO cannot be reached to authorize delayed opening or office closure, the lead Director should make the decision and communicate this with the President/CEO and other Directors as soon as possible.)

Being in charge is a responsibility that requires good judgment to appropriately respond to varied situations, active presence "in the office" (which during remote work periods may mean on duty and at work) and being in regular communication with the President/CEO to ensure alignment on any issues that may arise.

In establishing this procedure, current practice is articulated and other areas clarified. Every specific aspect is not detailed, but gives enough procedural room for the lead Director to exercise a level of responsibility commensurate with their role and situational need, as a reasonable person in their position would understand and act upon it.