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**Session 13**

**Role of Staff**

**Committee Function**

# Role of Staff

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**1. Must delegate authority and responsibility.  
In order to**

**a. Minimize internal conflict.**

**b. Get work done.**

**c. Use People by superiority.**

**2. You can only work for one superior.**

**But sometimes a person of lower rank  
exercise authority.**

**Ex) Account approves vouchers.**

# Role of Staff

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## **3. What type of organization needs staff?**

- Those who needs internal consultation whose future depends on technology.**

## **4. What would you do if staff can't serve line because line is busy?**

- a. Quit**
- b. Start police function**
- c. Go on without line**

# Role of Staff

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## **5. Staff - How do you use staff effectively?**

### **1. Technical confidence**

**Ex) Collect Data**

### **2. How do you (manager or administrator) prevent hostilities?**

- Not use in police function.**
- Educate line on staff.**
- Staff on line.**
- Make contribution.**
- Help line in long term project?**

# Committee Function

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- 1. Committee plays an important role.**
- 2. People likes committee.**
- 3. In reality – Pros & Cons.**

## **Why Committee?**

- 1. Opinion collection in a wide spectrum.**
- 2. Participation in decision making.**
- 3. Elimination of outliers – Norm.**

# Committee Function

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## Cautions

- **Dilution of responsibility**
- **Scape goat**
  - **“Committee concluded that...”**
- **Block opinion**
- **Manipulate**

# Committee Function

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## Committee members

- **have been involved 26 committees at the time**
- **some wisdom**
  - 1. 1/3 either productive or opinionated**
  - 2. 1/3 raises counter – example to attain quota**
  - 3. 1/3 ignorant, indifferent**

# Committee Function

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## How to organize committee? - continuous

- **1/3 expert**
- **1/3 hard-working**
- **1/3 trainee**



# Committee Function

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## Conclusion

- 1. Necessary**
- 2. Can be abused**
- 3. Continuous**
- 4. Involve! Learn how other people think**
- 5. Know – how?**

# Session 13 Summary

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