**Decision-Making at Urban Adamah**

* **Job Descriptions Define:** Everybody has a job description that outlines areas of responsibility and areas of decision-making authority. In general, staff members should assume that areas defined in their job description are areas that they are tasked to make decisions over. Organizational areas that are not a part of one’s job description are generally not areas where one has decision-making authority.
* **Informing Decisions Outside of Job Description:** There are multiple ways that staff members can give input to other staff members on topics that they care about but that are not part of their job description. For example, one can do this directly, by having a conversation with that staff member; or, one can bring the issue up at a staff meeting, for a larger discussion. Ultimately, however, most actual decision making authority resides with one or two specific staff members who have that responsibility in their job description.
* **Role of Supervisor:** Each staff member at Urban Adamah has a supervisor (The Executive Director’s supervisor is the board). The primary role of supervisors at Urban Adamah is to support and enable those they supervise to do the best work they can, and also to hold those they supervise accountable to goals, metrics and deadlines they devise together.

A supervisor may at times disagree with a person they supervise around a particular decision. Ideally, through conversation, supervisor and supervisee can come to a mutually agreeable resolution. Occasionally, it may be the case that a supervisor chooses to override a decision of a supervisee. It is the expectation that this happens infrequently at Urban Adamah.