

SCHEDULE FOR ANALYSIS OF FUNCTIONS PERFORMED BY
UNITS OF THE COMMUNITY GOVERNMENT

- I. Classify the business handled by your unit.
 - a) From what sources does it come? (Initiative of members; other units in Community Government; individuals in community; as result of a preestablished routine.) In what proportions?
 - b) How is it disposed of? (Discussion and vote; delegation to a subcommittee; delegation to other units in Community Government; by creation of ad hoc committees.) In what proportions?
 - c) Are there examples in your experience of business referred to your unit on which the unit declined to act because of a lack of jurisdiction?
- II. To what extent does your unit come into contact with other units?
 - a) Which one?
 - b) For what reasons? (Common members in both units; reference of business from or to other units, over-lapping jurisdiction?)
 - c) How frequently for each reason?
 - d) How does each of these contacts affect the working of your unit?
(Saves it from dealing with minor questions, slows down procedure, prevents duplication of business, creates duplication of business)
- III. To what extent does your unit contact faculty or administrative offices?
 - a) Which one ? (Divisions, President's Office, Comptroller, Mrs. Garrett)
 - b) For what reasons? (Faculty member of committee, business overlaps faculty business, diplomatic procedure and considerations, faculty members suggesting appropriate action)
 - c) If your unit includes faculty (staff) members, what do they do specifically?
 1. Supply information when requested
 2. Supply advice when requested
 3. Degree of leadership in unit
 4. Other influences
 - d) Proportionally what weight in the procedure of your unit do these faculty contacts have?
- IV. How does your unit come into contact with the remainder of the Community?
 - a) Mainly with individuals, temporary groups, Community as a whole, etc., etc.
 - b) For what typical reasons? (Jurisdiction over individual behavior, securing their participation in directed activity, interviewing for informational surveys, etc.?)
 - c) What proportion of the work of the unit involves these contacts?
 - d) What is the chance for contact in the community as a whole? (Via Community Council, via bulletin board announcements, community meetings, house meetings, faculty meetings, College Week)
- V. What is the organization of your unit?
 - a) Selection (election, appointment, eligibility in fact or custom) and tenure. --- same for faculty members.
 - b) Frequency of meeting and length of meeting. Lunch or otherwise?
 - c) Standing subcommittees. (Size, how formed, frequency and time of meetings, duties)
 - d) Officers and their functions.