

Boards, Committees, Commissions Staff and Chair Responsibilities

STAFF

- Maintain Membership Lists (including term beginning and end dates and position types)
- Keep Member Attendance Records
- Reserve County Meeting Space
- Attend Board Meetings
- Transmit Meeting Materials to Members
- Oversee Member Financial Disclosure Compliance
- Process Member Reimbursement Forms
- Provide Member Orientation
- Control/Order any Material with County Logo (e.g. letterhead)
- Obtain County ID Badges for Members if necessary
- Ensure Compliance with County Ethics Law
- Ensure Compliance with other County Practices and Procedures and other Departments with Oversight (e.g, ADA, Office of Intergovernmental Relations, Public Information Office)
- Ensure Compliance with State Open Meetings Act (e.g., ensuring that minutes are completed, providing calendar of board meetings to the County Executive staff)
- Advise County Executive Staff of Member Change of Address, Employment, etc.
- Send Minutes to County Executive Staff and Public Information Office (rev. 2011).

CHAIR

- Set Meeting Dates in Compliance with Enabling Legislation
- Set Meeting Agendas
- Coordinate Subcommittees

SHARED

- Record Minutes
- Ensure Board Stays on Mission in Compliance with Enabling Legislation
- Ensure Compliance with Roberts Rules of Order on Formal Matters
- Monitor and Enforce Attendance Policy – Sending/Signing Attendance Violation Notice Letters