

Agenda Item Number 11.B.

Board and Executive Committee Responsibilities

Presenter: George Kloeppel

Action Recommended: Refine and Confirm Executive Committee's Recommendation

Background:

Note: This item responds to the Board's February action to realign decision-making responsibilities and to move to a six-meeting per year format in fiscal year 2004-05. The Executive Committee will present a more complete recommendation regarding the respective responsibilities of the two policy bodies after its discussion on May 20.

With only six Board meetings per year and a clear understanding that "routine" business items would be handled by the Executive Committee, rather than the Board, new ground rules are in order. The Executive Committee will consider the following recommended disaggregation of functions this month and will offer a refined proposal under this agenda item.

The following bullets seek to clarify the roles of the two bodies, both by general statements of intent and by practical examples.

It is intended that the Board of Directors will:

- Explore regional issues, requesting additional information, as needed
- Establish agency policy and adopt plans or policies with clear regional impact
- Assure the efficient discharge of all responsibilities assigned to the agency under state and federal designations, including the metropolitan planning organization, the area agency on aging, the census data clearinghouse, etc.
- Approve official LCOG advocacy positions
- Receive and consider citizen input and conduct public hearings, as needed or required

- Receive and consider recommendations from the Executive Committee and advisory committees
- Adopt/amend LCOG Bylaws
- Elect a Chair and Vice Chair
- Confirm the Chair's appointments to Executive Committee
- Set Board goals and work plan
- Adopt agency's *Work Program and Budget*
- Adopt any revisions to the annual Budget
- Appoint or remove the Executive Director
- Approve Executive Committee's performance review of Director and employment agreement changes
- Adopt Member Dues Schedule
- Accept/approve quarterly fiscal reports, the annual financial statements/audit, and major program or project reports
- Receive informational reports from staff, the Executive Committee and advisory committees

It is intended that the Executive Committee will:

- Interpret agency policy and approve implementing procedures, as needed
- Establish agency policy and advocacy positions when time constraints preclude Board action
- Confirm Chair's appointment of Budget Committee and Nominating Committee and to other LCOG committees and advisory boards
- Adopt (S&DS) Area Plan and subsequent amendments (unless hearing is required)
- Approve Bylaws and subsequent amendments for LCOG committees and advisory boards
- Develop informational reports for submission to the Board
- Adopt Budget Assumptions and Process
- Assist the Chair in the performance review of Director and provide recommendation to Board regarding employment agreement changes
- Provide counsel to the Executive Director regarding administrative matters

These bulleted tasks for the two policy bodies serve as both an explicit delegation of responsibility and a general guide for decision-making obligations that are not presently foreseen. The Board's judgment and approval of this "division of labor" is urged.