

May 13, 2004

To: LCOG Executive Committee
From: George Kloeppe
Subject: Continuing Discussion of Board and Executive Committee Functions

Last month, the Executive Committee considered a worksheet that suggested how last year's Board items might have been handled under the new division of labor. With only six Board meetings per year and a clear understanding that "routine" business items would be handled by the Committee, rather than the Board, new ground rules are in order. The Committee asked that a report be made to the Board at its May 27 meeting.

The following bullets seek to clarify the roles of the two bodies, first by general statements of intent and then by practical examples. The Committee is encouraged to critically consider these words, to make whatever changes seem appropriate, and to authorize their submission to the Board as a recommended strategy.

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 and the Executive Committee

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

This separation of responsibilities is undoubtedly incomplete; but it provides guidance for the practical implementation of the Board's decision last winter. The question of the Committee is: Does this accurately reflect your wishes? When acceptable, a report along these lines will be submitted to the Board.