

BOARD CHAIRMAN RESPONSIBILITIES OVERVIEW

A BRIEF SUMMARY OF THE ROLE THE COUNTY CHAIR
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A COUNTY SUPERVISOR IS:

- A member of the local governing board.
- Is elected by the local population.
- An intentionally aware individual who should always take into consideration the district that voted for them, while also understanding their obligation to the whole county.

THE CHAIRMAN OF THE BOARD OF SUPERVISORS

- Has the tasks that every Supervisor has but also more.
- Has to constantly weigh the role as Chair and the role they were elected to do.

RESPONSIBILITIES OF EVERY BOARD MEMBER

- Budgeting including schools
- Ordinances (Local Laws)/resolutions and the like that apply to the county
- Policy Development and guidance documents.
- Land use/planning/zoning
- Tracking revenues versus expenditures

RESPONSIBILITIES OF EVERY BOARD MEMBER

- Conducting public hearings
- Collaborating with other agencies
- Emergency Management

RESPONSIBILITY OF THE CHAIR

- Board oversight – presiding over meetings, ensuring they are conducted effectively and with decorum.
- Evaluation of key staff. County Administrator, County Attorney
- Along with the board should be overseeing the county risk management policies and practices.
- Authority to sign documents

RESPONSIBILITIES OF THE CHAIR

- Collaboration and relationships
- Crisis Management
- These are the first that came to mind. It's important to note that the specific duties and influence of the Chair can and does vary.

HOW TO KEEP YOURSELF OUT OF TROUBLE

- Keep yourself out of ethical problems.
- Understand FOIA/COIA.
- Build relationships with fellow board members.
- Get to know school board members especially the one from your district.
- Build a relationship with other constitutional officers.
- Always look for additional revenue sources.
- Pay attention to economic development

EXPECTATIONS

- The Chair is expected to represent their community in a professional way. Remember, good resolutions to local county challenges frequently rely on effective communication and cooperation between supervisors. You must work to keep the door open between you and other supervisors.
- Just a reminder: If you don't adhere to these expectations, you will hear about it.

WHAT WOULD YOU DO?

- You have a group of citizens who constantly show up to meetings and are against whatever the board is doing. They come in unruly, during public comment angrily call you and other supervisors nasty, rude names, and are loud during the time when others are speaking.
- You have a board member who constantly is never prepared and causes the meeting to be long and redundant because he does not prepare and constantly asks questions that have been answered already in the board package or at an earlier meeting.
- You have two board members who do not like each other and always argue.

WHAT WOULD YOU DO?

- A massive crisis has happened in your county. You meet with your stakeholders on what the County will stay. The County Administrator, Sheriff, EMS director, and your board are aware and have agreed with how the situation will be handled. You then see a board member or staff on TV saying something completely different.
- Contract negotiations are going on in executive session. Every time the information discussed among board members leaks out of the executive session.

NOTHING IS EVER AS EASY AS YOU THINK

SO...WHAT DID I REALLY GET MYSELF INTO?

- You have to know a little bit about everything.
 - If you don't know an answer don't give one.
- Prepare to set aside two hours for grocery shopping.
- You will ask, "Why are they stopping me in Church to ask these questions?"
- "I can not believe they are asking me these questions at the gas station!"
- "You're stopping me at the bank to ask that?"
- "Really?! I'm on a date!"

SO...WHAT DID I REALLY GET MYSELF INTO?

- No matter where you are, there will be a county citizen who knows you. They just want to say hi, and they all have a question in need of an immediate answer.
- They truly believe that since you're a County Supervisor, you surely have the answers.
- As a County Supervisor, I've come to realize that I really am not able to solve all the problems in the universe. Hey, it only took 24 years and 10 times as Chair for me to come to my senses!

QUESTIONS?

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