

## Board of Managers Duties and Responsibilities

Adopted Board of Managers September 14, 2013

Updated per Amended By-Laws September 2015

### Appointment/Term of Office<sup>1</sup>:

Elected terms are for a period of one (1) year; District, At-Large, and Consolidated Government terms are limited to re-election of no more than five (5) consecutive terms. Ex officio member terms are subject to the term they are appointed to serve on each Board as set by the Board of Managers. The Board of Managers is comprised of the following:

- The President and three Vice Presidents of the association;
- One county commissioner or elected chief executive officer from each district;
- Five at-large members with leadership abilities;
- One member of the governing authority of a consolidated government;
- All Past Presidents of the Association while elected to office as a Commissioner;
- Current or past officers of the National Association of Counties (NACo), while elected to office as a Commissioner;
- Ex officio members with full voting powers:
  - Chairman of the Board of Trustees of the ACCG Group Self Insured Workers Comp Fund (GSIWCF)
  - Chairman of the Board of Trustees of the Interlocal Risk Management Agency (IRMA)
  - Chairman Pension Board of Trustees
  - Chairman Defined Contribution Board of Trustees
  - President Group Health Benefit Program (GHBP)
  - NACo Board of Director(s) appointed by the Board of Managers; and
- Ex-officio non-voting members
  - President Managers/Administrators Section
  - President Attorneys Section
  - President Clerks Section.

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### General Duties & Responsibilities

Generally, the Board of Managers oversees the management of the property and business of the Association.<sup>2</sup> The Board appoints and fixes the compensation and all other terms and conditions employment for the Executive Director who is responsible for the administration and operation of the Association, including the employment and direction of the staff.<sup>3</sup>

Officers: The President presides at all meetings of the Association and performs the duties of a presiding officer at all meetings of the Board of Managers. The President is also an *ex officio* member of all committees except that he or she shall not serve on the nominating committee. In his or her absence the First Vice President shall preside. Should the President and First Vice President both be absent the Second Vice President shall preside and if he or she is likewise absent the Third Vice President shall preside.

The Executive Director serves as the Secretary/Treasurer of the Board and keeps a record of all the meetings of the Association and Board as well as a record of all matters which shall be of interest to the Association. He or she keeps a roll of the members, issues notices of all meetings, and performs such other acts and duties as may be prescribed by the Board of Managers<sup>4</sup>.

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<sup>1</sup> ACCG By-Laws Article V Section 1 & Section 7

<sup>2</sup> ACCG By-Laws Article V Section 4

<sup>3</sup> ACCG By-Laws Article IV

<sup>4</sup> ACCG By-Laws Article III Section 2

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### District Members:

- Attend a new board member orientation meeting conducted by ACCG;
- Monitor member participation in ACCG programs and events and encourage participation;
- Keep the President and Executive Director apprised of significant issues impacting counties within their District;
- Serve as ambassadors for the Association;
- Participate and attend the following:
  - ACCG Training,
  - Conferences (3): Annual Conference, Legislative Leadership Conference, Capitol Connection Conference,
  - Board of Managers Meetings (3): including but not limited to the Annual Conference and the fall and winter meetings.
  - ACCG Regional Meeting (1), and
  - Fall District Meeting (1);
- Share ACCG's legislative platform with state and federal representatives from their District;
- Convene meetings to build regional relationships and discuss issues and topics of concern within their District
- Mentor, when needed, elected county officials within their District
- Work with ACCG staff district liaison to:
  - Schedule, identify meeting locations, set agenda and chair the Fall District Meeting;
  - Work with ACCG Staff to schedule and identify meeting locations for regional meetings;
  - Promote ACCG services to members within the region

### At-Large Members:

- Attend a new board member orientation meeting conducted by ACCG;
- Monitor member participation in ACCG programs and events and encourage participation;
- Keep the President and Executive Director apprised of significant issues impacting counties;
- Serve as ambassadors for the Association;
- Participate and attend the following:
  - ACCG Training,
  - Conferences (3): Annual Conference, Legislative Leadership Conference, Capitol Connection Conference,
  - Board of Managers Meetings (3): including but not limited to the Annual Conference and the fall and winter meetings.
  - ACCG Regional Meeting (1), and
  - Fall District Meeting (1);
- Share ACCG's legislative platform with state and federal representatives

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### Consolidated Member:

- Attend a new board member orientation meeting conducted by ACCG;
- Monitor and encourage consolidate member participation in ACCG programs and events;
- Keep the President and Executive Director apprised of significant issues impacting consolidated governments;
- Serve as ambassadors for the Association and liaison with the other consolidated governments;
- Participate and attend the following:
  - ACCG Training,
  - Conferences (3): Annual Conference, Legislative Leadership Conference, Capitol Connection Conference,
  - Board of Managers Meetings (3): including but not limited to the Annual Conference and the fall and winter meetings.
  - ACCG Regional Meeting (1), and
  - Fall District Meeting (1);
- Share ACCG's legislative platform with state and federal representatives from consolidated governments; and
- Identify and report policy issues unique to consolidated governments to the President and Legislative Director

### NACo Board of Director(s):

- Serve as the liaison between the Board of Managers, Members and the National Association of Counties (NACo);
- Represent the interest of ACCG Members in NACo;
- Keep the President and Executive Director apprised of NACo activities and policies that will impact the Association and Members;
- Participate and attend the following:
  - Conferences (3): ACCG's Annual Conference, Legislative Leadership Conference, Capitol Connection Conference, NACo's Annual Conference and Board Meeting, NACo's Legislative Conference and Board Meeting; and
  - Board of Managers Meetings (3): including but not limited to the Annual Conference and the fall and winter meetings.
- Participate and attend NACo Board meetings – reasonable expenses to be reimbursed by the Association, except for NACo's Annual Conference and Board Meeting and NACo's Legislative Conference and Board Meeting<sup>5</sup>.

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<sup>5</sup>ACCG By-Laws Article V Section 5