

Central Oregon Intergovernmental Council – Board of Directors Duties and Responsibilities of Officers
Approved: November 5, 2015

Board member purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of COIC in an effort to support the organization’s mission and needs.

Major responsibilities:

- Organizational leadership and advisement
- Adoption and oversight of the annual budget
- Establishment of COIC policies
- Adoption of plans, policies and position statements on behalf of the region
- Review of organizational and programmatic reports
- Hiring, management, or removal of the Executive Director based on recommendation of the Executive Committee
- Establishment of committees to render advice and recommendations to the Board of Directors
- Promotion of the organization

Length of term: Elected representatives shall serve a two-year term. Appointed representatives shall serve a one-year term.

Officers: The COIC board shall appoint annually a Chair and Vice Chair. The Chair shall preside at all meetings of the Board of Directors and the Executive Committee. The Chair shall speak on behalf of the Board of Directors, and shall make and present for confirmation appointments of Board members to special committees. The Chair shall sign all approved records of COIC.

The Vice Chair shall assume the duties of the office of Chair in the absence of the Chair or in the event the Chair has been vacated.

Public meeting policy and parliamentary procedures: As per the COIC bylaws, all board meetings shall be conducted in compliance with Public Meeting Law of the State of Oregon and under the general provisions of Roberts Rules of Order, Revised.

Oregon Government Ethics provisions: COIC board members are subject to Oregon Government Ethics laws as contained in Chapter 244 of the Oregon Revised Statutes (ORS). Board members shall be furnished with copies of the Oregon Government Ethics Commission “Guide for Public Officials.”

Meetings and time commitment:

- The board of directors meets monthly on the first Thursday of the month, 5:30 p.m., in Redmond. Meetings typically last two hours.
- Board members may be asked to serve on committees, which are formed to address specific strategic interests (e.g. Cascades East Transit funding strategy development, organizational strategic planning). Committees are advisory to the Board of Directors.

Expectations of board members:

- Attend and participate in meetings on a regular basis.
- Serve on standing and ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by COIC mission, objectives, and programs.
- Help communicate and promote COIC mission and programs to the community.
- Become familiar with COIC programs, roles, purpose, and finances.
- Report back to jurisdictions/constituencies on COIC issues, as relevant.