

Roles and Responsibilities

Topic	Role of the Board Chair
Rationale	The Board of Supervisors annually appoints a Chair of the Board. This position is among the most important positions on the Board. It has a major impact on both the stability and effectiveness of the Board.
Protocol	<p>The Chair of the Board of Supervisors facilitates the efficient and transparent operation of the Board during Board meetings, and performs a lead role in setting the tone for all interactions among the Board, with staff, and the community. The Board Chair ensures that every Board member has the opportunity to participate in the deliberations, and in most cases is the last to speak on specific issues. The Chair of the Board is charged with preserving order and decorum.</p> <p>The Chair of the Board also:</p> <ul style="list-style-type: none"> • Collaborates with the Clerk of the Board and CAO on the Board meeting calendar. • In consultation with the CAO, Clerk of the Board and County Counsel, develops Board meeting agendas. • Recommends, with consent of the Board, supervisors to those committees, commissions, agencies, associations, districts, boards, councils or other organizations on which the Board desires representation or which is required by law. • <u>In collaboration with the Director of Planning and Building, the Clerk of the Board and the Clerk of the Planning Commission, sets joint meetings with the Planning Commission, at least bi-annually, but more frequently if desired.</u> • Serves as a sounding board for the CAO on matters of significant concern. • Generally serves as primary spokesperson for the Board of Supervisors in collaboration with Department Heads: <ul style="list-style-type: none"> • Press releases and media events • Public events • Correspondence • Exceptions: Emergencies, District-specific events, areas of expertise. • Ensures, for complex and significant topics, talking points are provided to all Board members.