Your role as clerk to the board:
Manager, Administrator or More?

What are your biggest frustrations?
- With the supervisor?
- With the board?
- With the community?
- With your staff?

RESPONSIBILITIES of the Clerk
- Custodian of all records
- Recorder/minute taker of all meetings
- Keeper of the ordinance book
- Manager of deeds of conveyance
- Issuer of licenses and permits
- Custodian of the seal
- Receiver of all monies
For whom do you work?

- The people of your community
- The town/village/city/county supervisor
- The board

The Role of the Board

- Create policy/law for the community.
- Supervision, monitoring and oversight
- Create and manage the budget.
- Adhere to the laws of the state and the nation.

Work of the clerk

- Day to day management & administration
  - For which you should have a detailed job description
  - Should outline reporting and review relationships.
- Although you report to the Board in many ways, you also guide the Board
  - For example, you may teach them about goals, history, mission and programs. You may help to set the agenda and run some meetings, you may recommend committee makeup to CEO/chair, etc.
Fiduciary Responsibility

- What does it mean to be a fiduciary?
- Not for profit law, but the principles are very much the same for government.

Duty of Care

- Good faith use of diligence, care and skill
  - Attend meetings, read communications, etc.
  - Financial oversight, written financial controls
  - Encourage diversity among members
  - Citizen involvement

Duty of Loyalty

- Act in the best interest of the organization/the members/the public
  - Disclose any conflict of interest, real or possible
  - Examine all transactions involving members
  - Written conflicts policy
  - Board members should never borrow/use resources
Duty of Obedience
- Dedicate resources to mission
- Carry out stated purposes, not others
- Comply with the law!
- State registration and reporting laws
- Pay taxes and fees
- Make appropriate information public
- Maintain complete and accurate records
- Comply with all federal and state laws

Effective Communities
- Strategic planning
- Leadership development and accountability
- Committee management
- Meeting management

Is your community an effective community?
- What can you do about it?
Your Role in Strategic Planning

Your role in Leadership Development and Accountability

Your Role in Committee Management and Meeting Management
Make Your Community More Effective & Relieve Frustration

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