

CITY OF CORUNNA
ADMINISTRATIVE COMMISSION OFFICERS
DUTIES OF OFFICE

CHAIRPERSON

Presides over commission meetings.
Prepares the agenda including reports from any internal committees, city administrative officers, or commissions.
Ensures compliance with the Open Meetings Act.
Coordinates duties of the officers and committees.
Keeps informed of the by-laws, rules and procedures.
Makes sure all activities are on time and on target.
Serves as ambassador to the community, making him/herself available when practical, with careful thought to the image as leader and representative
Requests and listens to ideas, suggestions and comments from fellow administrative officers.
Encourages member participation in goal setting.
Shares materials and information with the membership.
Is ex-officio member of any internal committees.
Makes recommendations of appointment of internal committee members to the commission.
Assists the City Manager & Parks and Recreation Director with the preparation & administration of the budget, designed to meet the needs and goals of the commission, City Manager and City Council.
Turns over all records to incoming chairperson upon resignation or removal.

VICE-CHAIR

Serves as a primary aid to the chairperson
Should be prepared to assume all duties of the chairperson and is prepared to preside when called upon
Turns over all records to incoming vice-chairperson upon resignation or removal.

SECRETARY

Keeps an accurate account of commission meetings which are to be kept permanently
Provides one copy of proposed minutes and attachments to the City of Corunna within 10 business days following each meeting.
Provides one copy of proposed minutes and attachments to the chairperson within 10 business days following each meeting.
Obtains approval of commission meeting minutes at the next commission meeting.
Provides one copy of approved minutes and attachments to the City of Corunna within 5 business days following approval. (Unless approved as proposed)
Provides one copy of approved minutes and attachments to the chairperson within 5 business days following approval. (Unless approved as proposed)
Conducts the general correspondence of the commission.
Receives payments of and gives receipts in the absence of the treasurer if applicable.
Turns over all records to incoming secretary upon resignation or removal.

TREASURER (If Applicable)

Is responsible for commission-controlled funds.
Assists the chairman in preparation of the annual budget designed to meet the needs and goals of the commission, City Manager and City Council.
Deposits all moneys in bank account. The treasurer obtains an authorized signature card from the bank to be signed by the treasurer, chairperson and secretary.
The outgoing treasurer should bring an authorized signature card to election meetings.
The officers whose names are on the signature card must sign the release portion of the form. The newly elected officers sign the signature card which is sent to the bank immediately.
Disburse commission moneys as authorized by the commission. All disbursements must be made by check. Post each check by the proper category in the cash disbursements journal. Deposit slips should be in duplicate, one to bank and the other for commission records.
Keeps accounting records' showing all cash receipts and disbursements.
Records are to be kept for seven years after audit.
All records are to be passed to the incoming treasurer.
Prepares books for city audit following closing of fiscal year.
Prepares a written monthly report to the commission.
Assures the legality of all fund raisers.
Turns over all records to incoming treasurer upon resignation or removal.

NOTE: Two signatures are required on all commission checks.