

Approved for CY2013

Governing Board – 12/12/12

EXHIBIT “A”

**SCOPE OF SERVICES
MERA-RGS EXECUTIVE OFFICER CONTRACT**

Under the direction of the Executive Board, the Executive Officer will perform the full duties of a chief executive officer, including:

1. Manage the everyday activities of MERA, performing the duties normally the responsibility of an Executive Officer.
2. Staff the Governing Board (normally two meetings per year) and the Executive Board (normally six meetings per year), Finance, Outreach, and any other Committees which includes but is not limited to, the provision of agendas and staff reports, anticipating issues as they evolve and providing recommendations for such.
3. Supervise and coordinate with contract, special project, and administrative staff.
4. Monitor, oversee, and evaluate all service contracts and, upon direction from the Executive Board, renegotiate service contracts as necessary.
5. Coordinate with the General Counsel and others on the various issues and responsibilities related to MERA activities.
6. Work closely with other agencies, to include but not limited to, MGSA, MTA, County of Marin, and member and non-member agencies.
7. Prepare, recommend, and administer MERA’s annual budget; coordinate the annual audit.
8. Stay current with legal and programmatic changes that affect MERA programs.
9. Coordinate records retention and public records archives for MERA through the assembly and delivery to the County of appropriate records and files.
10. Represent the MERA Governing Board and Executive Board in dealings with media, member agencies, other governmental agencies, and residents.
11. Coordinate the timely filing of all required Fair Political Practices Commission filings.
12. Perform other duties as assigned or required.