

ATTACHMENT 1

SELECTION OF CHAIR AND VICE-CHAIR

Being Chair is a rewarding experience but involves a number of responsibilities in addition to running the Committee meetings. Normally, extra time is spent both preparing for meetings and working with the Office of Economic Development and others on various matters such as those noted below.

RAA Members who have not served as Chair might discuss the responsibilities with the present or former chair to get a better idea of what is involved.

It has been the Authority's practice for Authority members to take turns being the chair and vice-chair. Sometimes members serve one term and sometimes two consecutive terms. Seniority is often a consideration but does not have to be a deciding factor. Also, sometimes individual Authority members prefer not to be the vice-chair and/or the chair, and that is fine.

The following is a list of many of the RAA Chair's responsibilities. A number of these can fall upon the vice-chair in the chair's absence.

1. Preside at all meetings of the Regional Airport Authority.
2. Call special RAA meetings in accordance with legal requirements and the Rules of Procedure.
3. Sign documents of the RAA.
4. See that all actions of the RAA are proper.
5. Assist staff in determining agenda items.
6. Appoint sub-committees as necessary.
7. Serve as ex-officio Chair of Sub-Committees.
8. Attend certain City Council, City Planning Commission, and other meetings as RAA's representative.
9. Communicate informally as necessary with the Mayor, City Council members and City Manager on certain airport matters.
10. Assist in the orientation and education of new RAA members.
11. Write and approve letters on behalf of RAA.
12. Participate in local, regional, and national airport functions and efforts.