

## **PlanRVA Commission**

The Commission is a public body corporate and politic with all the powers and duties granted to it by the laws of the Commonwealth of Virginia including the Regional Cooperation Act.

The purpose of the Commission is to promote the orderly and efficient development of the physical, social, and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

The Commission sets policy for the organization, appoints the executive director to manage the affairs of the Commission, and works to address issues of regional significance.

### **The Commission is responsible for:**

1. Upholding the mission of the organization and understanding its collective purpose.
2. Selecting, supporting, and evaluating the performance of the Executive Director.
3. Strategic and organizational planning.
4. Ensuring strong fiduciary oversight and financial management.
5. Approving and monitoring the organization's programs and services.
6. Enhancing the organization's public image.
7. Ensuring legal and ethical integrity.

### **Individual Commissioner responsibilities:**

1. Know the organization's mission, policies, programs, and needs as well as understand its collective purpose.
2. Faithfully read and understand the organization's financial statements and board materials in advance of meetings.
3. Serve as active advocates and ambassadors for the organization.
4. Leverage connections, networks, and resources to develop collective action to achieve the organization's mission.
5. Prepare for, attend, and conscientiously participate in Commission meetings.
6. Respect the experiences of all who bring their voices and lived experiences into the boardroom and the organization.

### **Responsibilities of the Chair:**

In addition to the well-recognized and inherent duties and powers of the office of Chairman, the Chairman shall sign all acts or orders necessary to carry out the will of the Commission; and, he shall have the authority to delegate any routine ministerial function to a member or members of the staff.

The Chair shall exercise all of the check signing powers of the Treasurer in that officer's absence. He shall preside over all meetings of the Commission except when not in attendance or while he is addressing remarks to an issue before the Commission, if such remarks are not within the scope of authority inherent to a presiding officer; he shall be eligible to vote on all issues regardless of a tie vote; he is authorized to appoint standing and special committees with the concurrence of the Executive Committee and to appoint substitutes to serve on standing and special committees when any member of a committee is temporarily unable to serve.

### **Responsibilities of the Vice Chair:**

The primary responsibility of the Vice-Chairman shall be to serve as Acting Chairman of the Commission in the absence of the Chairman. When the Vice-Chairman is serving as Acting Chairman in the absence of the Chairman, the Vice-Chairman shall be vested with authority to perform all the duties and exercise all the powers of the Chairman, including those vested in or delegated to the Chairman in these Bylaws and by any other action of the Commission.

### **Responsibilities of the Treasurer:**

The Treasurer is the official custodian of the funds of the Commission. As custodian, the Treasurer is responsible for having accurate knowledge of the Commission financial condition at all times. The Treasurer may delegate certain administrative and clerical tasks to the Executive Director or other paid staff of the Commission. He may also delegate the following financial authority to the Executive Director: the signing, without the Treasurer's countersignature, of all payroll related checks drawn on the Commission's authorized bank account, by the Executive Director; and, the signing, without the Treasurer's countersignature, of non-payroll related checks drawn on the Commission authorized bank account up to a maximum of three thousand dollars and no cents (\$3,000.00) by the Executive Director. The Treasurer shall be responsible for:

1. Making a brief report to the Commission each month regarding the organization's current financial condition.
2. Advising the Commission from time to time concerning the future financial needs of the Commission.
3. Initiating the preparation of an independent audit of the Commission's financial records as soon as possible after the end of the Commission's fiscal year.
4. Countersigning, with the Executive Director, all non-payroll related checks in excess of three thousand dollars (\$3,000.00) drawn on the authorized bank account established by the Commission.

### **Responsibilities of the Secretary:**

The Secretary shall be responsible for:

1. Arranging for the giving of notice of regular and special meetings of the Commission.
2. Arranging for the keeping of minutes of the proceedings of the Commission.
3. Authenticating by his signature the minutes and resolutions of the Commission.

The Secretary may delegate certain administrative and clerical tasks to the Executive Secretary and other paid staff of the Commission.