



## **Implementation Board Officer Descriptions**

### ***Introduction:***

The Interlocal Agreement [ILA] for the King County Regional Homelessness Authority [KCRHA] outlines the structure and functions of the Implementation Board [IB] of the KCRHA. As outlined in the ILA it is the duty of the IB members to elect officers.

### ***Roles & Descriptions:***

- ❖ **Co-Chairs**
  - The IB members elects two chairpersons from its membership to serve as Co-Chairs of the board. Preference for a Co-Chair position shall be given to a member with lived experience. Both Co-Chairs have the same authority and responsibilities: to jointly preside at regular and special meetings of the IB, They can also jointly call special meetings as determined to be appropriate, and to each execute documents requiring approval of the IB. On resolutions approved by the IB only the signature of one of the co-chairs are sufficient to bind the Authority. It is the duty of the Co-Chairs to see that the transaction of IB business is in accordance with the law, ILA, and Bylaws.
- ❖ **Treasurer**
  - The Treasurer shall coordinate with Authority finance staff and provide oversight of the funds and deposits of the Authority as prescribed by the Board. In collaboration with Authority finance staff, the Treasurer shall monitor all revenues and expenses of the Authority, including those funds held by the County treasurer, and shall ensure maintenance of a complete and accurate account of all funds received and disbursed. The Treasurer will assist with the development of the budget and present a financial report of income and expenses at meetings of the Board.
- ❖ **Secretary**
  - The Secretary shall keep or authorize others to keep a full and complete record of the meetings of the Board, the meetings of committees and officers with appropriate minutes, when necessary; shall supervise the keeping of the books and other records and ledgers and other written documents comprising the business and purpose of the Authority and shall discharge such other duties as pertain to the office as prescribed by the Board.

### ***Selection & Restrictions:***

Officer terms are limited to one year in length, and officers of the IB shall be elected by a majority vote of the members of the IB. There is also a restriction as outlined in the ILA, that the Co-Chairs and Treasurer may not be the same person.