

WHEATLAND COUNTY POLICY HANDBOOK	
A.S.B. - Chair & Vice Chair Responsibilities	
POLICY NO.: 5.2.1	DATE: Jan. 5, 2005

Chairperson

The Chairperson of the Agricultural Service Board is the department leader. The Chairperson presides at meetings, directs the affairs of the Board, and ensures ASB policy and programs are implemented on behalf of the Board.

Vice-chairperson

In the absence of the Chairperson, the Vice-chairperson has the authority to carry out the duties of the Chairperson.

Duties and Responsibilities

ROLE

1. Represent the ASB at official functions with approval.
2. Speak to ASB related items that arise during Council or other meetings.
3. Direct discussion of agriculture or ASB related items to ASB meetings for consideration by the Board and recommendation to the Council.
4. Advise and direct the Agricultural Fieldman in the development and execution of ASB policy and programs.
5. Is a member of all Board committees and bodies that the ASB has authority to appoint members.

BOARD & COMMITTEE MEETINGS

1. Preview draft Board meeting agenda=s to ensure inclusion of necessary items.
2. Attend and preside at regular board meetings when in attendance.
3. Advise ASB committees regarding their function and duties & powers.
4. Assist in acquiring County residents to fill Board committee positions.

AUTHORITY

1. Call Board and Executive Committee meetings as required.
2. Approve expenditures of budgeted funds that arise between Board meetings.
3. Approve ASB Staff & Board Member attendance to meetings, courses, tours or conferences if notification of the event, and the event, falls between regular board meetings.
4. Sign official documents relating to the ASB on behalf of the Board & Council.
5. Together with the Agricultural Fieldman, and upon consultation with the County Manager, present the annual budget to the Board.
6. Evaluate the Agricultural Fieldman=s performance in consultation with the County Manager.