

## **Role of the Chair and Vice Chair**

***"It can take 10 years to gain the public's trust . . . and 10 minutes to lose it."***  
**Chris McKenzie**

City commissions generally rotate the position of chair and vice chair each year in July. Frequently the position is based on seniority, but that is not a mandatory criterion. The willingness and ability of an individual to serve as the chair or vice chair should be taken into consideration. The additional responsibilities of serving as chair and vice chair may take extra time.

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

- Preside at all official meetings of the City commission
- Consult with the staff liaison in drafting the meeting agenda
- Attend City Council meetings as needed to represent the City commission
- Sign correspondence on behalf of the City commission

### **Responsibility of the Vice Chair:**

- Substitute for the Chair as needed