

## **Roles and Responsibilities**

### **Cleveland Heights Charter Review Commission**

#### **Chair**

##### **Duties**

1. Conduct all meetings according to the Rules of the Commission
2. Rule on all questions about the Rules
3. Timely review drafts of both Decisions and Rationales, and Agendas
4. Represent, or provide a representative of, the Commission at public meetings

#### **Vice Chair**

##### **Duties**

1. Replace the Chair if the Chair is unable to perform his or her office
  - A. Temporarily for a meeting or meetings
  - B. Permanently if the Chair is vacant
2. Take back-up notes on all Commission actions
3. Timely review drafts of both Decisions and Rationales, and Agendas
4. Represent the Commission at all outside meetings if the Chair is unavailable

#### **Facilitator**

1. Perform an Overview of the current Charter with suggestions for changes
2. Perform a governance review, obtaining from main city actors in governance what they see as issues and concerns with the Charter
3. Attend all Commission meetings
4. Advise the Commission on both procedure and substance
5. Draft agendas and other documents as advised by the Chair of the Commission
6. Draft a summary of the decisions of the Commission and the reasons for those decisions
7. Draft any provisions as requested by the Commission
8. Research issues and concerns identified by the Commission
9. Draft a Final Report of the Commission