

## **EXHIBIT "A"**

### **SCOPE OF SERVICES MERA-RGS EXECUTIVE OFFICER CONTRACT**

Under the direction of the Executive Committee the Executive Director will perform the full duties of a chief executive officer, including:

1. Manage the everyday activities of MERA, performing the duties normally the responsibility of an Executive Director.
2. Staff the Board of Directors (normally two meetings per year) and the Executive Committee (normally six meetings per year) which includes but is not limited to, the provision of agendas and staff reports, anticipation of issues as they evolve and providing recommendations.
3. Monitor, oversee, and evaluate all service contracts and, upon direction from the Executive Committee, renegotiating service contacts as necessary.
4. Coordinate with the General Counsel and others on the various issues and responsibilities related to MERA activities.
5. Work closely with other agencies, to include but not limited to, MGSA, MTA, County of Marin, and member agencies.
6. Prepare, recommend and administer MERA's annual budget; coordinate the annual audit.
7. Stay current with legal and programmatic changes that affect MERA programs.
8. Coordinate records retention and public records archives for the MERA through the assembly and delivery to the County of appropriate records and files.
10. Represent the MERA Board and Executive Committee in dealings with media, member agencies, other governmental agencies and residents.
11. Coordinate the timely filing of all required Fair Political Practices Commission filings.
12. Perform other duties as assigned or required.