

## AGENDA ITEM VI STAFF REPORT

### **BACKGROUND:**

In order to carry out the directions of the board prior to the appointment of an executive director, authority must be granted to a person or persons to act for the board of directors. There is an immediate need to initiate a search and advertise for an executive officer and executive secretary, purchase supplies, and pay bills. In addition, the board may want to begin to look for office space for a home for Conservancy staff. The Department of Parks and Recreation will provide administrative support for the Conservancy, but it needs clear direction as to who may sign for the board.

The delegation of authority outlined in the attached resolution has been prepared to provide broad authority. With the granting of this delegation the board retains the right to require staff to bring items back to the board before action is taken. For instance, the board may wish to establish a subcommittee to review the duty statement for the executive director and the advertisement for the position. This same subcommittee could be authorized to screen applications for recommendation to the full board.

The Resources Agency has undertaken the responsibility for organizing the Conservancy to date. Until such time as a permanent executive officer is selected, it would seem appropriate to continue to authorize the Secretary for Resources to act for the board.

### **RECOMMENDATION:**

It is recommended that the Secretary for Resources be designated to undertake these functions and that the board adopt Resolution 01-03.