

TO: Juvenile Welfare Board Members

FROM: James E. Mills, Executive Director



Requested Action

The Board elect Chair, Vice Chair and Secretary for Fiscal Year October 1, 2002-September 30, 2003.

Narrative

JWB Bylaw, Article IV, states that a chair, vice chair and secretary be elected at the September meeting for a one-year term and assume the usual duties of those positions on October 1. These officers, along with one appointed member, also serve as the Executive Committee and have the power to act for the Juvenile Welfare Board if deemed necessary by same committee.

Nominations for each position are taken during the meeting and voted upon by all the members of the board. All members of the Board are eligible to serve in any capacity.

The duties of the positions are self-explanatory. The Secretary is not responsible for maintaining the minutes but does review the staff-created record before it is distributed to the Board for approval. Traditionally, the Board has conducted as much business as possible at its monthly meeting, so the Executive Committee does not meet regularly. Any Executive Committee action must be brought to the Board for ratification.