

## Roles and Responsibilities

### Executive Director

- Set-up meeting dates
- Coordinate with Administrator to set agenda and promote needed policy
- Lead the LCLRC and be knowledgeable of the LCLRC
- Lead the Board, promoting the importance of a “Professional Working Board”
- Run meetings in a timely manner
- Work with the Administrator to approve draft of minutes
- Handle policy issues and operational matters
- Communicate with Board, County Officials, Administrator, Attorneys between meetings – “Ongoing Communication”
- Take direction from the Board and complete duties as described
- Closings – attend and complete
- Attend other meetings when necessary – Village, Townships, City, etc.
- Sign all paperwork in a timely manner
- Attend state Land Bank meetings and seminars
- Take photos of Land Bank properties when necessary
- Work with vendors
- Financials – co-signer, help with banking when necessary
- Insurance – D&O and Liability
- Be aware of any conflict of interests
- Stay updated with properties and happenings in the county

### Commissioners

- Attend meetings – “Professional Working Board”
- Board oversight
- Take active role in the LCLRC
- Respond to e-mails and texts in a timely fashion
- Promote Land Bank
- Familiarize yourself with properties of interest to the LCLRC
- While attending other meetings such as Township meetings, share the Land Banks work and the ability to possibly assist them with properties in their areas
- Communicate with other County Officials (Prosecutor, Auditor, Recorder, Treasurer, etc.)
- Work with vendors
- Run meetings, if necessary
- Offer opinions, insight in all matters
- Be knowledgeable of all areas of the LCLRC; properties, vendor use, insurance coverage, etc.
- Be aware of any potential conflict of interests

### Treasurer

- Attend meetings – “Professional Working Board”

- Board oversight
- Deposits and check writing in a timely manner
- Work with accounting firm (Belzer Accounting) to prepare monthly financial statements
- Present financial report at meetings
- Coordinate with Accounting firm – annual filings for the LCLRC, Hinkle Report
- Communicate with the Board members – information from the Treasurer’s office that is pertinent to the Land Bank (other County Officials and from Tax Payers)
- Help with closings that are held in the Treasurer’s Office
- Maintain files for the LCLRC
- Work with vendors
- Offer opinions and insights on all matters
- Updates on properties of interest for the LCLRC
- Be knowledgeable of all areas of the LCLRC
- Run meetings, if necessary
- Be aware of any potential conflict of interests

### **City Representative**

- Attend meetings – take active role
- Board oversight
- Attend meetings – “Professional Working Board”
- Promote Land Bank and its capabilities to help city
- Communicate with City Officials
- Monitor properties in the city that the LCLRC should consider and offer assistance – offer updates
- During meetings – use of technology for presentations
- Work with vendors
- Run meetings, if necessary
- Offer opinions and insights on all matters
- Be knowledgeable in all areas of the LCLRC
- CDBG and NIP grants when available – help coordinate for the LCLRC and the availability and use of these grants
- Be aware of any potential conflicts of interest

### **Third Party Administrator**

- Assist the Land Bank Board of Directors, understanding that the Board of Directors is a working board, with the implementation of Land Bank operations.
- Secretarial Duties - Keep the minutes of all meetings and proceedings of the Land Bank Board of Directors and shall make proper records of the same.
- Assist with the Land Bank’s acquisition, holding, disposition, and redevelopment of properties as follows:
  - Property Management
    - Coordinate property management contracts that are executed between the Land Bank and contractors.
  - Demolition

- Coordinate demolition contracts that are executed between the Land Bank and contractors.
- Rehabilitation of Property
  - Develop partnerships with rehabbers on terms desirable for rehabbers and the Land Bank.
- Planning and Development
  - Engage in land use planning with political subdivisions and the Land Bank for strategic partnerships and creation of development revenue streams for the Land Bank.
- Web-site
- Copies of agendas
- Communicate with Board Members between meetings
- Research grants
- Keep LCLRC updated with happenings of other Land Banks, as well as, things happening in the area that might be pertinent to the LCLRC.

### **Legal Counsel**

- Title Work – receive compensation
- Advise
- Attend meetings, when possible
- Prepare documents
- Review documents
- Attend closings, when necessary