

Network of Networks

A Guide for IAC's Districts



District affiliates play an integral role in the overall functioning of the Idaho Association of Counties. Districts are home base: the place where elected officials are most likely to engage and participate. Ensuring district affiliates are reaching their greatest potential is a priority of IAC leadership. This guide serves as a tool to maximize the potential of district affiliate meetings and to demonstrate how district affiliates can both impact and benefit from the goals and mission of the Idaho Association of Counties.



ROLES & RESPONSIBILITIES

When districts are operating efficiently, the work is delegated amongst officials. Maximum productivity happens when members of the leadership team have strong role clarity and work harmoniously together to further the mission of the group. Find suggested delineation of responsibilities below.



TREASURER

Some districts combine this office with the Secretary position. The responsibility of the district Treasurer is to maintain the financial records of the district. This includes sending invoices for any county dues and collecting those dues, paying bills that are owed by the district affiliate, balancing the account of the district and providing a financial report at each district meeting that conveys the previous balance, any receipts or disbursements since the last meeting, and the ending balance. Bills paid by the Treasurer should be voted on by members, either through email or at an in-person meeting. Invoices should be kept and available for inspection. Some districts contract with IAC to provide this support. In this case, the Treasurer would be responsible for providing a report of the financial state of the district at each meeting.



SECRETARY

The Secretary is responsible for preparing a sign-in sheet for all attendees and guests for each meeting, in addition to keeping the meeting minutes. It is recommended that the draft minutes be prepared as soon as practicable after the meeting and sent to the membership for any corrections to the draft while the meeting is still fresh in mind. Once corrections are submitted, the final draft document should be sent to the membership about a week ahead of the next meeting for a review prior to final approval at the meeting. The Secretary also prepares the meeting agenda for distribution at the direction and with the input of the other officers.



VICE CHAIR

The Vice Chair presides when the Chair is unable to. In order for this to be a seamless transition, it is vital that the Vice Chair be actively engaged as a part of the district leadership team by offering support, suggestions and ideas for furthering the goals of the group.



CHAIR

The Chair presides at all meetings of the district, appoints standing and special committees as needed, and leads the other line officers in promoting participation and engagement of the district membership. In most districts, these line officers start in the Secretary/Treasurer position and then move up to Vice Chair upon completion of the term. The Vice Chair moves to the Chair position and a new candidate for Secretary and/or Treasurer is elected by vote of the membership. Please see your district by-laws for the procedure that is specific to your district.

In addition to the line officers, there are two other key positions that are vital to the “Network of Networks” concept. Without a Legislative Committee Representative and an IAC Board Representative (and alternates for each position), the critical work and vision of each district stalls. Districts vary on how these positions are filled. A general description of responsibilities is outlined below. Please see your district by-laws for the procedure that is specific to your district.



LEGISLATIVE COMMITTEE REPRESENTATIVE & ALTERNATE

This role is charged with gathering proposed legislation for the district and submitting it to the Idaho Association of Counties via timely resolution. (There may or may not be legislation that the district wants to bring forth.) It is critical that the district be represented at IAC Legislative Committee meetings. These meetings happen throughout the year, but more frequently during the legislative session. Some are in person and others are conducted via call or virtual meeting. The Legislative Rep. should be prepared to actively participate on this committee or bring the district alternate up to speed in the event they are not able to attend. Contacting the appropriate elected officials in their district regarding urgent legislative matters is an important responsibility. (IAC assists with this through their group-specific email updates.)



IAC BOARD REPRESENTATIVE & ALTERNATE

This role requires attendance at all IAC Board meetings, bringing forward district issues and ideas to the IAC Board. Similarly, the Board Rep. should report action of the IAC Board back to district membership. The Alternate would attend and participate as described in the event the Representative is unable.

*IAC by-laws require attendance at IAC Board meetings for appointed/elected representatives. Missing more than two successive meetings creates a vacancy on the IAC Board. Therefore, in order for the district to have a continued seat on the Board of Directors, attendance by the Representative or Alternate is vital.



MEETING AGENDA

A meeting agenda can consist of many items, but at a minimum, each agenda should include:

- Review and approval of minutes of the previous meeting
- Review and approval of financial report
- Report from IAC Board Representative
- Report from IAC Legislative Committee Representative
- Ethics Presentation (Short or Long, you decide. Contact IAC for ideas.)
- Issues impacting district counties

There are no specific requirements regarding where or how meetings are conducted. Keeping IAC staff looped into the date, location and agenda ensures that they can offer support. IAC staff make every effort to attend all district affiliate meetings and are happy to provide updates and assistance as needed. As upcoming district meetings are scheduled, please copy IAC so they can be added to their calendar. Some districts regularly rotate the location of their meetings, allowing each county an opportunity to host and showcase their community. If time allows, a guest speaker or tour of a local business/industry helps keep the meeting informative and interesting.