



Irvine Community Land Trust

REQUEST FOR IRVINE COMMUNITY LAND TRUST BOARD ACTION

LAND TRUST BOARD MEETING DATE:

MARCH 17, 2010

TITLE: APPOINTMENT OF BOARD CHAIR AND OFFICERS

Executive Director

RECOMMENDED ACTIONS:

1. Appoint a Board Member to serve as the Board Chair.
2. Appoint Board Members to serve as President, Secretary, and Treasurer.
3. Acknowledge and approve appointment of City Housing Manager as Executive Director.

EXECUTIVE SUMMARY:

The Irvine Community Land Trust (Land Trust) Bylaws require that the Board Chair and officers including President, Secretary, and Treasurer be appointed annually. The Board of Directors appoints the Board Chair and officers at its annual meeting, which occurs the third Wednesday of March. Board Member Beth Krom is the current Board Chair and President; Board Member Nancy Donnelly is the Secretary and Treasurer. In addition, the Board appoints additional officers it deems needed to operate the Land Trust including the Executive Director.

The Board Chair conducts board meetings and the President acts as the Chief Executive Officer of the Land Trust responsible for advising the Board on all significant matters of the Land Trust's business. The Board President is also responsible for keeping the Board informed at all times of staff performance as related to program objectives, and for implementing any personnel policies adopted by the Board. The Secretary is responsible for keeping a book of minutes of all meetings and actions of Directors and committees of Directors. The Secretary is also responsible for, among other items, causing notice of all meetings of the Board. The Treasurer is the Chief Financial Officer of the Land Trust. The Treasurer is responsible for ensuring that adequate and correct books and records of accounts are kept of the properties and business transactions of the Land Trust. The Executive Director manages the day to day operations of the Land Trust and is authorized by Board resolution(s) to take such actions of the Land Trust as appropriate including seeking grants and acquiring and selling property.

The Board Chair, per Section 5.3 of the Bylaws, is selected by a majority vote of the Board

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of Directors prior to appointing officers of the Land Trust. Officers are appointed, per Section 7.2 of the Bylaws, at the Land Trust annual meeting and serve at the pleasure of the Board for one year. One person may hold two offices except those of President and Secretary or President and Treasurer. Historically the Board has appointed one person as President and one person as Secretary and Treasurer. Appointments, first of the Board Chair, then President, Secretary, and Treasurer are made by simple nomination and majority approval of all Board Members present at this Board meeting. Acknowledgement and approval of the City's appointed Executive Director is also made by nomination and majority approval of all Board Members present.

CONCLUSION

Staff recommends the Board appoint the Board Chair, President, Secretary and Treasurer during this annual meeting. Staff also recommends the Board acknowledge and approve the City's appointment of Housing Manager, Mark Asturias as the Executive Director of the Land Trust.