

Broward MPO Job Description: Program Specific Roles and Responsibilities

MPO Boards Coordinator/Administrator

Program Description

The Board Coordination program is responsible for supporting and coordinating activities and communications to ensure positive working relationships with Broward MPO Board members, Advisory Committee members and Local Coordinating Board members. This program is responsible for developing all agendas, minutes, orientations and communications with the Board and Advisory Committees ensuring a streamlined process for all meetings, to support the efficient administration of the MPO.

MPO Staff Roles and Responsibilities

Board Coordination involves oversight of planning, preparation, and execution of MPO Board, Advisory Committees and Local Coordinating Board meetings. This includes, but is not limited to the following duties:

- Acts as a liaison to the Board and related committees;
- Performs document control/management, review and analysis, and preparation of information for Board and Advisory Committee members;
- Drafts agendas for MPO Boards and committees. Creates agenda items and/or reviews and edits agenda items from others to ensure consistency and quality of information.
- Manages all meeting logistics, including the development of Board and committee calendars, timely preparation and distribution of agendas, notifications ensuring compliance with Florida Sunshine and other regulations, presentations, and advance reading material;
- Attends and records all meetings of the Board and committees to ensure they are conducted in accordance with relevant governance standards;
- Responsible for legal advertisements as appropriate for Board actions to be taken on Core Products and functions;
- Prepares and maintains minutes, resolutions, bylaws, policies, and other public and confidential documents of the Board and its committees in a timely manner;
- Prepares written briefing of agenda action items.
- Communicates all decisions, actions, directives, and important information following Board and committee meetings to the appropriate individuals or stakeholders;
- Anticipates and follows up on outstanding agenda items, taking action to ensure information is provided to the Board and committee members in a timely manner;
- Prepares and maintains administrative procedures for agenda preparation and submittal of agenda item requests from member governments and the public.

- Prepares and coordinates orientation materials for new Board and committee members and their staff.
- Monitors and manages appointments to the MPO Board and its advisory committees. Updates contact information and attendance records.
- Provides technical support and implements streamlined processes that use best-available technology for improving transparency and efficiency of Board activities;
- Provides staff administrative support for the Local Coordinating Board, including agenda preparation, member coordination, partner agency coordination and grant administration, and;
- Completes routine MPO activities and projects within the area of responsibility (department) under the direction of a Deputy Executive Director.