



TRIANGLE J COUNCIL OF GOVERNMENTS

Delegate and Alternate Responsibilities

Representing your local government on the Board of Delegates can be a rewarding, satisfying experience that benefits your city, town, village, or county. To be sure you make the most of it, keep in mind the following responsibilities that you assume when accepting the appointment as a Delegate or Alternate:

- 1. Regularly attend and participate in scheduled meetings of the Board of Delegates.**
Seven Board meetings are scheduled each year, typically on the fourth Wednesday of the month. (The November meeting may be set a week earlier, to avoid the Thanksgiving holiday.) Dinner is served at 5:30 p.m.; the meeting begins at 6:15 p.m. and is generally scheduled to end by 8:00 p.m.
- 2. Prepare for the meeting by reviewing the agenda and background materials in advance.**
The agenda packet is generally posted on our Website a week prior to the meeting. You will receive an e-mail message informing you when the agenda has been posted, along with a link to access the materials.
- 3. Plan to arrive early**, in time to enjoy dinner and camaraderie with your colleagues before the meeting begins. The relationships formed by delegates are one of the most beneficial aspects of serving as a Delegate.
- 4. RSVP to let our staff know you will (or will not) be coming.** This helps us plan catering and room arrangements, among other details.
- 5. Notify your community's Alternate Delegate** (provided that one is appointed), if you will be unable to attend. Please give them time to become acquainted with the agenda – they will be entitled to vote, in your absence.
- 6. If you are an Alternate Delegate, check with the Delegate in advance of each meeting**, to assure that your community will be represented. Alternates are welcome to attend all Board of Delegates meetings, but they are only entitled to vote when the Delegate is absent.
- 7. Report back to your board or council colleagues about the business conducted at the meetings.** Our “After Action Report,” sent to you by e-mail following each meeting, is an easy and convenient way to share this information, either orally or by forwarding via e-mail.

Anytime that you have questions about your role or responsibilities as a Delegate or Alternate, feel free to contact Renée Boyette at rboyette@tjog.org or 919.558.9403.