

This information is provided to promote an understanding of LEPC member roles to facilitate the coordination of activities and communications within the Committee. Officers shall perform their duties as prescribed by the local LEPC bylaws, the standing rules and the parliamentary authority adopted by each LEPC.

The purpose of this document is to provide general guidance to LEPC members of the types of duties typically performed by these positions. These duties can be deleted, modified, or moved to other positions based on the structure and preference of each individual LEPC.

Chair

- ✓ Serve as the LEPC official representative to the SERC Advisory Board and the State of Oregon
- ✓ Preside over all meetings of the LEPC and Executive (Steering) Committee
- ✓ Ensure and execution of all orders, votes and resolutions approved by the committee
- ✓ Overall management and administration of the LEPC process and activities
- ✓ Assure By-Laws are current and being followed
- ✓ Chair LEPC regular and interim meetings and work sessions
- ✓ Establish agenda for meetings and work sessions of LEPC
- ✓ Make regular contact with Work Group and project leaders for the purpose of progress reports and identification of needs
- ✓ Appoint/confirm/facilitate election of Sub Committee (Work Group) Leaders
- ✓ Appoint/confirm Sub Committee (Work Group) members
- ✓ Appoint/confirm members to special project groups
- ✓ Coordinate activities with OSFM
- ✓ Attend Oregon SERC Advisory Board meetings and report as necessary
- ✓ Participate on the Review Team for the Hazardous Materials Emergency Preparedness Grant project and Business Plan submissions
- ✓ Be an “ex officio” member of all committees

Vice Chair

- ✓ Same as the Chair upon request or in Chair’s absence
- ✓ Assist the Chair in all matters
- ✓ Be an active aid to the Chair
- ✓ Perform duties assigned by the Chair

Information Coordinator

- ✓ Information conduit between the LEPC, its membership and the SERC
- ✓ Central repository for completed Phase I Plan Interface review documentation
- ✓ Notifications to facilities and first responders for annual plan reviews
- ✓ Coordinate press releases with LEPC and media
- ✓ Receiving and routing of pertinent information between the SERC and LEPC membership during major hazardous materials emergencies.
- ✓ Receive and filing of facility release reports (304 reports)

Secretary

- ✓ Keep a current roster of all members of the LEPC
- ✓ Keep a complete and accurate account of all proceedings of the LEPC and membership attendance
- ✓ Disburse minutes of LEPC meetings to committee membership
- ✓ Distribute all notices as may be proper and necessary, or assigned by the Chair
- ✓ Supervise the keeping of the LEPC records and be the custodian of non financial records, papers, documents and other property of the LEPC not controlled by the Secretary.
- ✓ Send out meeting reminders and agendas

Treasurer

- ✓ Be custodian of all LEPC Funds
- ✓ Receive all monies and disburse funds upon the sanction of the Executive Board or the membership
- ✓ Supervise the keeping and maintaining of adequate and correct accounts of the LEPC's properties and business transactions
- ✓ Submit written reports and accounting as required
- ✓ Submit books and records for audit if required
- ✓ Compile annual Business Plan for submission to the SERC Advisory Board

Sub Committee (Work Group) Leaders

- ✓ Schedule work sessions for the Work Group (date, time, place)
- ✓ Assign or develop agenda for work sessions
- ✓ Coordinate Work Group activities with the Co-leader
- ✓ Monitor Work Group activities; assign tasks
- ✓ Chair meetings and work sessions of the Work Group
- ✓ Assure that a record is kept of Work Group activities, accomplishments, etc., that can be distributed to members and the LEPC Chair
- ✓ Provide progress reports and needs to Chair
- ✓ Communicate with other Work Group leaders
- ✓ Communicate with group members monthly, or more often as tasks require
- ✓ Assure timelines established by LEPC or Work Group are met
- ✓ Follow By-Laws, Strategic Plan, and procedures developed by LEPC and the Work Groups

Work Group Co-Leader

- ✓ Same as Work Group Leader, at the request of the Work Group Leader or Chair, or in the absence of the Leader.

All Members

- ✓ Create and promote a positive attitude and working relationship within the LEPC, with it's constituents and the community(s) it serves
- ✓ Attend LEPC and Sub Committee (Work Group) meetings and work sessions
- ✓ Participate in the activities of the assigned Sub Committee (Work Group)
- ✓ Meet timelines established by LEPC or the Sub Committee (Work Group)
- ✓ Follow By-Laws, Strategic Plan and procedures developed by LEPC and the Sub Committees (Work Groups)
- ✓ Contribute ideas based on knowledge and experience
- ✓ Actively solicit new members and submit names to the LEPC