

## Oregon State Board of Towing Leadership Committee – General Expectations

*These guidelines describe the general expectations of Board leadership. There are no official position descriptions adopted by the Board.*

### **About the Board:**

The Board is established under **ORS 822.250** with the following Board member positions appointed by the Governor:

- Position 1: Tower from a city with population greater than 100,000
- Position 2: Tower from a city with population less than 100,000
- Position 3: Tower with specialized knowledge in towing equipment and vehicles with a GVWR of more than 44,000 pounds
- Position 4: Tower with specialized knowledge in towing equipment and vehicles with a GVWR of 26,000 pounds or less
- Position 5: A member of the insurance industry with knowledge of insurance requirements of the towing industry
- Position 6: A member of the Oregon State Police Tow Program
- Position 7: A Chief of Police or County Sheriff
- Position 8: A member of the public
- Position 9: A Consumer Advocate

### **Qualifications and Application Information may be found here:**

<https://www.oregon.gov/sbot/Pages/About-the-State-Board-of-Towing.aspx>

### **Member Emeritus**

In recognition of the leadership and dedication of the Board Members, any voting board member who no longer meets the requirements of an appointed Board position may serve the Board as a Member Emeritus.

## **Board Leadership**

### **ORS 822.255 Chair and vice chair**

(1) The State Board of Towing shall select one of its members as chairperson and another as vice chairperson, for terms and with duties and powers necessary for the performance of the functions of the offices as the board determines.

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### **Board Chair**

The Chair provides leadership to the Board and helps ensure the Board fulfills its statutory responsibilities and public protection mission.

### **Key Responsibilities**

#### Leadership and Governance

- Provides leadership and direction to support the Board's mission, strategic priorities, and statutory responsibilities.
- Promotes effective governance, accountability, and productive Board engagement.

#### Meeting Facilitation

- Presides over Board meetings and work sessions.
- Ensures meetings and work sessions are organized and focused on Board priorities.
- Encourages participation and respectful discussion among Board members.

#### Board Administration

- Works with Board leadership and staff to establish meeting agendas, priorities, and work plans.

#### Committee Oversight

- Recommends committee assignments and oversees committee activities as directed by the Board.
- Reviews committee work products and reports prior to Board consideration.

#### External Relations

- Represents the Board with stakeholders, government agencies, legislators, industry partners, and the public, as assigned by the Board.
  - Supports development of collaborative partnerships and legislative initiatives.
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### **Board Vice Chair**

The Vice Chair supports the Chair and assumes the Chair's duties when the Chair is unavailable.

### **Key Responsibilities**

#### Support and Collaboration

- Assists the Chair in carrying out Board responsibilities.

- Remains informed on Board matters to provide leadership continuity.

#### Acting Chair

- Presides over meetings and performs Chair duties in the Chair's absence.
- Assumes the position of Chair upon a vacancy until the Board conducts its next leadership election.

#### Special Assignments

- Leads or supports committees, projects, and initiatives as assigned by the Board or Chair.
- Assists with stakeholder engagement and legislative activities as needed.

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#### **Immediate Past Chair**

As long as the Immediate Chair remains a voting member the Board, the Immediate Past Chair serves

- In an advisory capacity, providing continuity, mentorship, and institutional knowledge to support effective Board leadership transitions.
- Serves on committees or special projects as requested by the Board or Chair.
- Serves on the Board's Executive Committee.

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#### **Leadership Meetings**

At the discretion of the Chair, board leadership will meet with the Board Administrator to:

- Identify priorities and coordinate Board business.
- Address emergency issues or concerns.
- Review and approve board meeting agendas and requests.

At least one member of the Board leadership team will attend a monthly meeting with the Board Administrator and DMV fiscal services.

Leadership team is responsible for coordinating annual performance reviews of Board Administrator and other personnel matters with the Board.