

Kenai Peninsula Borough  
Assembly

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**MEMORANDUM**

**TO:** Kenai Peninsula Borough Assembly Members  
**THRU:** Wayne Ogle, Assembly President *WAO*  
**FROM:** Johni Blankenship, Borough Clerk  
**DATE:** August 7, 2018  
**RE:** Committee Chair Roles and Responsibilities

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Each year the incoming Assembly President appointments new committee chairs and vice chairs to preside over the standing committees of the Assembly; however, the duties of the committee chair and/or vice chair are not defined in the Assembly Manual.

The attached document serves to establish those duties through the "Committee Chair Roles and Responsibilities" policy.

I am requesting the attached policy be approved by motion and included in the Assembly Manual as Attachment C.

Your consideration is appreciated.