



## **Council Member Appointee**

### **Job Description and Duties**

#### **QUALIFICATIONS AND FUNCTION**

Members of Council shall be qualified electors of the municipality, and shall have resided in the municipality at least one full year preceding their election (Village Charter, Section 3).

Members typically begin their terms on the 1st day of December next after their election and shall serve for a period of two years and until their successors are chosen and qualified. In this case, the term would run through November 30, 2023, after which election must be sought to retain the seat.

Salaries of members are established by ordinance in accordance with the limitations of the Revised Code of Ohio. The currently salary for members is \$1,200 annually.

Amberley Village operates under the COUNCIL/MANAGER form of government. This system of local government combines the strong political leadership of elected officials (Village Council) with the strong managerial experience of an appointed local government manager (Village Manager). The plan establishes a representative system where all power is concentrated in the elected council as a whole, and where the council hires a professionally trained manager to oversee the delivery of public services.

#### **ESSENTIAL DUTIES**

The legislative body establishes laws and policies that are responsive to citizens' needs and wishes by passing ordinances and resolutions. The council also adopts the village budget, approves appropriations and contracts in the village's name, and levies taxes.

The council is composed of seven members of the community who are elected to serve two-year terms. The mayor is elected by Council, from among its members, for a two-year term and serves as the executive head of Council, including presiding at village council meetings. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council's primary responsibility is policy determination, the most important aspect of local government. Village Council is responsible for ensuring that the manager administers the affairs of the Village in a capable manner, while the manager makes recommendations to the Council on municipal policies. Village Council uses a committee system to help with matters that come before the council. Committees research, discuss, and evaluate issues and topics and make recommendations to the full council.

Council meets at least monthly on the second Monday of the month and committees meet as required to discuss business. You must have availability in the late afternoons for several committee meetings per month in addition to the regular monthly Council meeting. Typically each Council member will serve on different committees, Chair at least one committee, and be present for most Council meetings.

Committees will be determined by the Mayor and voted on by Council based on candidate's strengths.