

# ***Marin Manager's Association***

## **MMA Chairperson Duties**

The Marin Manager's Association has been established to allow City Managers to meet with county and special district administrators to share information, solve overlapping programs, debate public policy options and take recommended actions as warranted.

The MMA Chairperson has traditionally been elected by peers (along with a vice chair) to serve a one year calendar term. The MMA Chair and Vice Chair roles have been filled solely by those serving as City Managers in one of the eleven towns or cities in Marin. On most occasions, the Vice Chair takes on the role of MMA Chair, absent a different election outcome (sometimes due to turnover, obligations, etc.)

The following is intended to be a brief listing of the primary duties to be fulfilled by the MMA Chairperson.

1. Prepare agendas for each meeting. Currently meetings held the fourth Thursday of each month, beginning at 9:30 a.m., in the MMWD Board room. Agenda items can be added by any MMA member agency. Subject matters may include *Special Presentations* during the 'open' portion of the meeting. Topics for internal discussion and deliberation would be listed under the *Internal Department Meeting* portion of the agenda.
2. Distribute final agenda within 48 hours prior to meeting dates.
3. Make sure follow up on MMA agenda items occurs, based upon assignment of tasks and responsibilities.
4. Serve, on behalf of the Marin areas, as the League's City Managers Department Area Group Representative. This would include attending League's City Manager's Department Executive or Board meeting as established each year by the Department President. Notify the League staff representative to the North Bay Division in December (after the retreat) of who will be serving as the representative for the coming year.
5. Coordinate with the Range Rider and League North Bay Division representatives on matters of interest and importance to the Marin Manager's Association.
6. Hold an annual retreat in December. Outcomes should include appointment of upcoming Chair and Vice Chair, as well as filling a variety of JPA and other Board or Committee appointments that require the representation of one or more Marin City Managers. The retreat may also include topics of broad interest, and offers an opportunity for 'second in command' attendees (e.g. Assistant and Deputy City Managers) to be part of the retreat activities.
7. Coordinate with other City Manager Associations as needed.

\*  
Model AG info

**From:** "Peggy Curran" <pcurran@cl.tiburon.ca.us>  
**To:** <Brad.Kilger@cl.ceres.ca.us>  
**Date:** 6/15/2010 5:05 PM  
**Subject:** Area Manager's group question

Hello, Brad:

The Marin County managers have a fairly informal group called the Marin Managers Association or MMA. It is comprised of the 11 Marin city and town managers, plus the county administrator and the executive director of the Marin Municipal Water District. It meets at 9:30 a.m. on the fourth Thursday of every month for about three hours. It annually elects a president and a vice president. I am serving as the 2010 president. We invite presenters on local issues of interest to us during the first portion of the meeting, and hear from our ICMA Range Rider and League of CA Cities rep. We then meet privately to discuss items of mutual interest (we are not a Brown Act body, so that is not a concern). We hold an all-day annual retreat each December in lieu of a regular meeting that month.

We have no bylaws and are not incorporated. It's informal in that regard, but the group takes its meetings seriously and we have excellent involvement and attendance by our members. We have committee assignments related to various Marin JPAs, and we have been appointed, collectively, as the Board for the Hazardous and Solid Waste Joint Powers Authority and meet in that capacity several times annually. We also published a white paper on Pension Reform in late 2009.

Let me know if you need any additional information.

Thanks

Peggy

Margaret A. (Peggy) Curran  
Town Manager, Town of Tiburon

1505 Tiburon Boulevard  
Tiburon, CA 94920  
(415) 4357383  
pcurran@cl.tiburon.ca.us <mailto:pcurran@cl.tiburon.ca.us>  
www.cl.tiburon.ca.us <http://www.cl.tiburon.ca.us>

N