

Roles & Responsibilities for Minnesota Valley Transit Authority

Actor	MVTA Board	MVTA Chair	MVTA Ex. Dir.	Board Cmte	TWGs	MVTA City (Councils)	MVTA Staff	MVTA County (Boards)	STA
Decisions									
<u>I. Policy/Governance</u>									
- Create/Amend Joint Powers Agmt	A*					A	R*		
- Bylaws	A*						R*		
- Speak to media on behalf of MVTA	A	R	Rr						
- Who Lobbys	A	R	R	R					R
- Appoint MVTA Board Members						A		A	
- Adopt Legislative Positions	A		R	R					R
- Performance Monitoring	R								
- Legislative Monitoring				R					r
<u>II. Personnel - TWG</u>									
- Hire			A	I	r				
- Fire			A	I					
- Discipline			A	I					
- Supervise			A	I			r		
- Compensation and benefits	A		R	r			r		
<u>III. Fiscal - TWG</u>									
- Adopt Budget	A		R		r		r		
- Amend Budget	A		R	r			r		
- Receive/Disburse Funds	A		R				r		
- Invest Funds	A		R	r			r		
- Authorize Contracts	A		R				r		
<u>IV. Service Delivery</u>									
- Framework for Service	A		R				r		
- Implementation	I		A				R		
- Minor Route Adjustment	I		I				r		
<u>V. Marketing</u>									
				R	r		R		
<u>VI. Development/Maintenance</u>									
	A			R	r		R		

* Attorney on contract

R = Responsible (takes the initiative, analyzes the situation, develops alternatives)

r = carries out part of R duties (staff involvement)

A = Approve (makes final decisions)

I = Inform (notified after a decision is made, need not be consulted)