Excerpt from the Chevy Chase Village Charter, Section 77-4:

(b) The Board of Managers shall elect from among its members the following officers:

A **Chairman**—whose duties shall be to preside at the meetings of the Board of Managers and at the annual and special meetings of the said Chevy Chase Village, to call special meetings of the said Chevy Chase Village and to act generally as the chief executive officer of Chevy Chase Village.

A **Vice Chairman**—whose duties shall be to act in the place of the Chairman during his absence or incapacity.

In the event of the incapacity or absence of both the Chairman and Vice Chairman, the Board of Managers shall appoint a Temporary Chairman to act in the place of the Chairman.

A **Secretary**[1]—who shall be the custodian of all records, correspondence and other documents of Chevy Chase Village and who shall take the minutes of all meetings of the Board of Managers and who shall otherwise perform the duties of a Secretary.

A **Treasurer**—who shall act as the custodian of all funds which are received to the credit of Chevy Chase Village and who shall deposit all such funds in such investments as are authorized for municipalities by State law and which are permitted by an investment policy to be adopted by the Board of Managers and who shall pay out such funds only in accordance with this Act [Charter] as instructed by the Board of Managers. He shall keep such accounts and books as directed by the Board of Managers and shall make all necessary reports required of him by the Board of Managers under this Act [Charter] and by the laws of the State of Maryland.

An **Assistant Treasurer**—who shall act in the place of the Treasurer during the Treasurer's absence or incapacity.

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[1] Although not stipulated within the Charter, in recent years, the Village Board has also elected from among its members an **Assistant Secretary** so there is a pre-determined person who can act in the capacity of Secretary during the Secretary's absence or incapacity.

Chevy Chase Village
Building Officer

Excerpt from Building Code Section 8-1, "Definitions":

> ***Building Officer:*** *One member of the Board of Managers, appointed annually or at such other times as the Board of Managers may determine is in the public interest, to act as the designee of the Board of Managers to perform the functions of the Building Officer as described in this Chapter.*

Functions of the Building Officer prescribed within the Building Code (Chapter 8) and the Public Rights-of-Way Ordinance (Chapter 25), performed in conjunction with the Village Manager:

- Administrative Special Permits
- Administrative Variances
- Building Permits and Licenses to install private improvements in the directly abutting public right-of-way devoted to private use

Board Representatives to Village Committees

(**Note:** Each year, the Board reaffirms the representatives and contacts that will serve as Board liaisons with standing committees.)

Excerpts from the Guidelines for Village Committees, effective January, 2012 (amended December 2014):

Board Representatives:

A Representative from the Board will attend meetings of those committees subject to membership appointment by the Board. The purpose of the representative is to facilitate communication between the committee and the Board. All other committees will be provided with a specific Board contact with whom the committee chair can communicate to receive direction on matters considered by the committee. Any Board member may attend any meeting of a committee in an unofficial capacity.

Board of Managers:

The Board shall appoint all committee chairs and all members of the following committees: Community Relations, Financial Review, Public Safety, Traffic, Trees and all single Purpose (ad hoc) Committees. Each committee will meet with the Board periodically and at least annually to establish and review the work program and accomplishments of the committee.

Ad hoc/Single Purpose Committee	Tentative Board Representative
Charter Revision Committee	Robert C. Goodwin, Jr. (replaces Patricia Baptiste who will remain Chair)
Committees Subject to Board Appointment	**Current/Tentative Board Representative**
Community Relations	Minh Le (tentative)
Financial Review	Gary Crockett
Public Safety	Richard M. Ruda
Traffic	Robert C. Goodwin, Jr.
Trees	Michael L. Denger
Committee NOT Subject to Board Appointment	**Current/Tentative Board Contact**
Environment & Energy	Gary Crockett
Parks & Greenspaces	Elissa Leonard (tentative)
Seniors	Minh Le (tentative)