

# Town of Angier ABC Board Guidelines for Governing

May 9th, 2024

## **Board Chair**

- Lead the board and bring parties on board and in town together.
- Arrange Scheduling of board meetings
- Preside over orderly board meetings.
  - Discourage Profanity and personal attacks.
  - Do not allow comments outside of public comment time.
  - Do not allow attendees to comment twice on the same issue.
  - Only allow comments from those that sign up. Once the public comment period has been closed, we are no longer required to accept additional comments.
  - Address the public for open comment.
- Provide leadership.

## **Governance Committee**

- Hold all board members accountable to Governance Committee
- Mitigate any issues that may arise within closed session of all board members.
- Address any issues with the Personnel Committee

## **Personnel Committee**

- Address any issues that may arise with the General Manager.
- Be the liaison between staff and the board.
- Oversee issues the General Manager may have with the board.
- Work with the Governance Committee to address any issues that may arise.

## **Finance Committee**

- Oversee all financial responsibilities required by the board.
- Work with the General Manager and finance officer to address financial goals and milestones.
- Request monthly reports on financials for monthly board meetings.
- Ensure disbursements are made as required by NC ABC Commission.

## **All Board Members**

- Revisit and adopt Code of Conduct.
- Do not share closed session information outside of closed sessions.

- Be positive.
- Be ambassadors of the town and follow values that represent the town.
- Understand that we do not have to agree.
- Support all decisions of the Board (including those you opposed)
- Communicate with each other to avoid misunderstandings and be a better team.
- Allow General Manager to oversee daily operations and do their job.
- Share emails and information with the Board, General Manager and Attorney, Keep all parties informed.
- Do not criticize each other.
- Be prepared for meetings and ready to address the agenda for that meeting.
- Support the General Managers personnel and financial decisions.

**General Manager**

- Oversee daily operations and financials of ABC store.
- Update the Board of any problems that may arise.
- Show respect to all personnel and be a team motivator.
- Pursue avenues to gain additional Revenue.
- Be an ambassador for the town and board as a whole.
- Maintain a clean and safe environment for all personnel.
- Hold all personnel accountable to the code of conduct.

**Shared Commitment**

If any of us believes another is behaving inconsistently with these expectations, we commit to communicate our perception to that person directly and kindly. We may want to verify our observations with another board member or Chair first. We pledge to share valid information and not discuss difficult issues behind closed doors. If a member feels there should be a third-party present, our attorney may be requested to be present.

**Adopted this 9th<sup>th</sup> day of May 2024.**

Frances M Bishop  
 Daniel Simon Sr  
 Joe Langley  
 Tom Taylor  
 Dennis L Gilby Jr

Handwritten signatures of Frances M Bishop, Daniel Simon Sr, Joe Langley, Tom Taylor, and Dennis L Gilby Jr on a set of five horizontal lines.