

## MEMORANDUM TO PROGRAM EXECUTIVES ON THEIR RESPONSIBILITIES

August 1, 1968

Basically, the Program Executive is responsible for coordinating the programs, activities and services of all agencies under his jurisdiction. A list of such agencies is appended to this memorandum.

It is the responsibility of the Program Executive to represent the Governor and to assist and advise him in matters relating to certain agencies and projects to which he may be assigned from time to time. He serves as a liaison officer between the State government and the various local governments regarding matters within his area of responsibility. He may also be required to deal with citizens' groups, professional associations, and individuals on such matters.

The Program Executive will attend Board and Commission meetings of the agencies for which he is responsible. At such meetings, unless directed otherwise, he is to make the Governor's position known on specific projects or policies which the Commissions or Boards may adopt.

He is to review all such policies and projects directly with agency heads, particularly in terms of carrying out programs of implementation. In this context, it is necessary for him to keep a watchful eye on agency activities, expenditures, personnel problems and public projects. If the occasion requires, he must apprise the Governor of special, urgent situations and obtain his advice, if it is needed to circumvent critical situations.

A substantial area of the Program Executive's responsibility concerns correspondence the Governor receives as it relates to the activities of the agencies under his jurisdiction. In some cases, correspondence is to be prepared directly for the Governor's signature and, in other cases, correspondence is sent out under the Program Executive's signature. It is frequently necessary for the Program Executive to prepare detailed and technical reports for the Governor's use.

All Program Executives should work together in close cooperation. In this way individual activities will complement each other so that the best possible service will be provided to the public.

The Program Executive is to act impartially toward his colleagues and to all commissions, committees and State agencies whenever there are disputes or differences of opinion.