

time to time, appoint an alternate from either the Board or its employees to represent the Board at such hearings and meetings. The Chairman shall sign all leases, contracts or other legal agreements or documents in which the Board is involved except for purchase orders and other transactions authorized by the annual budget.

The Board shall elect annually from the appointed members a Vice-Chairman who shall in the absence of the Chairman carry out the duties of the office of the Chairman.

(b) The Chairman shall, with the approval of the Board and in accordance with the provisions of the merit system law, appoint an Executive Secretary and such other technical, professional and clerical employees as deemed necessary. The Executive Secretary shall be a person with both academic training and experience in the administration, management, and /or conservation of natural resources. The Executive Secretary of the Board and all employees who on the effective date of this act have held such employment under Article 64A of this Code for a period of six months prior thereto shall be continued as merit system employees of the Board of Natural Resources with no diminution of seniority from all previous State service or retirement rights or salary.

The Executive Secretary and the staff shall be responsible for keeping the Board informed on all federal, State, interstate and other natural resources programs relating to the activities and responsibilities of the Board, for making special studies and reports, for preparing the agenda for Board meetings, for preparing the annual budget of the Board, for the preparing and editing annual reports and other publications, and for performing and maintaining generally the staff functions and operations of the Board.

(c) The Chairman shall be an ex officio member of all committees established by the Board and shall perform other duties as may be reasonably necessary in carrying out the duties of his office.

(d) It shall be the duty of departmental members of the Board to attend Board meetings, to serve on special committees of the Board, to invite the Chairman, or a staff member or Board member designated by the Chairman, to all meetings of their respective commissions, and to supply the Chairman of the Board with agenda and minutes of all meetings of their respective commissions. Departmental members shall make available to the Chairman and the staff of the Board all plans and records of their respective agencies, including operating and capital improvement budgets and expenditures. Departmental members shall assist the Board in the accumulation of information and data, and shall make available to the Board any technical assistance which may be helpful to the Board in reaching a complete understanding of problems related to the operations, activities, accomplishments and objectives of their respective departments. Each departmental member of the Board shall submit to the Board, within 90 days after the close of each fiscal year, a written report concerning the operations, activities and accomplishments of his department for the preceding fiscal year. Each departmental report shall contain pertinent information on finances and budgets of the particular department.