



# Roles & Responsibilities Quick Guide



North Carolina Association  
of County Commissioners

## Board Chair

- Authority to issue state of emergency
- Authority to impose state of emergency prohibitions and restrictions (curfew, sales on alcohol, etc.)
- Authority to enter into mutual aid agreements
- Often seen as locally elected official POC for media, state, and federal visits, etc.

## County Manager

- Overall administrative management of departments and personnel
- Ability to enter mutual aid agreements
- County Manager and Emergency Management Director reporting structure differs by county, consult county org chart for specifics

## County Emergency Management Director/Coordinator

- Direct responsibility of organization, administration, and operation of emergency response
- Direct command and control during emergency event
- Authority over EOC throughout the emergency
- Ability to send requests through Web EOC

## County Clerk

- Statutorily required to maintain county records
- Clerk is last signature on contracts, resolutions, and declarations
- State of emergencies are signed by county clerk, makes it legally binding
- Clerks post notices of state of emergency, notifies sunshine list, works with other departments for other notifications

## Board Members

- Receive confidential and public information from the EOC
- Follow the EOP and be ready to assist when requested
- Be available to distribute accurate and public information across channels
- Support county functions as requested by EM Director, Board Chair, or other points of contact