



Commissioner Role & Responsibilities

WHAT ARE COMMISSIONERS EXPECTED TO DO? Commissioners are expected to fulfill the following:

- ❖ Attend **least 2/3 of the monthly Commission meetings** during any 12-month period. *When it is necessary to miss a meeting, Commissioners are expected to give prior notice to the Office.*
- ❖ Support **at least one** of the Commission's projects/activities by serving:
 - On an Internal Task Force or Community Work Group. (These groups generally meet at least once a month.)
 - As a Coordinator or Liaison for a specific project/initiative for the Commission.
- ❖ Become familiar with the Bylaws of the Commission and its current Work Plan.
- ❖ Represent the Commission:
 - In the community at large and at community events when doing Commission related work (defined as work sanctioned in the Commission's Work Plan, directed through an action taken at a Commission meeting, or pertinent to the work of a Commission committee).
 - If work is not sanctioned by the Commission, make a distinction that you are acting as an individual and not as a Commissioner.
 - Remember we are a public body and subject to close scrutiny by the public. Therefore, it is important consider whether your conduct may be construed as having any appearance of impropriety.
- ❖ Report on activities (e.g., public speaking engagements and meetings attended as a Commissioner) to the Commission and to staff. These activities are coordinated, tracked, and documented through the Commission's staff.
- ❖ Clip newspaper articles about the Commission from your local papers and bring or send them to the Current Events Coordinator and/or to Commissions staff.



WHAT IS THE TIME COMMITMENT FOR COMMISSIONERS? Commissioners should be prepared to devote at least 8½ hours per month to such activities as:

Average Hours Per Month	Activity
3	Attending Commission meetings (including preparation)
3	Commission project work
½	Communicating with appointing Supervisor
1 – 2	Representing Commission at events/activities
1 – 2	Support the development of the Commission (e.g., recruiting Commissioners, attending training)
<hr/> 8.5 – 10.5	TOTAL