

Community Involvement Committee

Position Descriptions

Developed by CIC Co-Chairs and Subcommittee Chairs FY2023

Please see the CIC Policies & Procedures Manual

For Membership Expectations (pg 2), and Co-Chair role and CIC elections process (pg 6)

CIC Member

Term: 3 years (can reapply for a second term, up to 6 consecutive years)

Time Commitment: 1-3 hours per month

- Bi-monthly 2 hour CIC meetings - see Policies & Procedures for attendance policy
- Join at least 1 subcommittee every term (see below)
- Occasional emails from CIC staff and Chairs
- Optional: Research and meetings with County leadership or staff outside of regular CIC Meetings

Roles:

- Attend CIC meetings, functions, and events. Participate in meetings.
- Inform staff if you will be late or unable to attend meetings.
- Review agenda and supporting materials prior to meetings.
- Complete all required paperwork and be informed about the CIC's purpose and policies.
- Serve on at least one subcommittee per term.
- Keep address and contact information current with staff.

CIC Co-Chairs

Term: 1 year terms (can re-apply for a second term).

Time commitment: 4-5 hours per month

- monthly 1-hour CIC Co-Chair Planning meeting (typically on Zoom)
- Email communication with staff between meetings to prepare for meetings
- Possible additional meetings with County Chair, other Advisory groups, or others to update on CIC - depending on CIC and Chair interest
- Attend bimonthly CIC meetings
- Present at CIC Briefing to the Board in the summer (1 hour)

Time availability:

- Meetings on weekdays - scheduled according to the availability of chairs and staff - some daytime availability is preferred for flexibility

Roles:

- Working closely with staff to develop CIC meeting agendas
- Facilitate/Co-Facilitate CIC meetings
- Ensure CIC Bylaws and Policies and Procedures are followed
- Assist in maintaining compliance with public meetings and other rules
- Act as a lead spokesperson for the committee
- Support Subcommittee Chairs as requested (reviewing letters, etc)
- Collaborate with staff to give the annual CIC briefing to the Board of County Commissioners in the summer (June-August)

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CIC Subcommittee Chair Position Description

Term: 1 year

Time Commitment: 5-10+ hours/mo **this is the most time-intensive role on the CIC!**

- Monthly 30-60min planning meeting for Subcommittee with Staff
- Monthly 1.5 hour Subcommittee meetings
- Potential additional meetings with County staff and community partners related to subcommittee work
- Email exchanges with staff and subcommittee members ~1-3 hours?
- Optional monthly 1 hour CIC Co-Chair Planning meeting
- Attend bimonthly CIC meetings

Time Availability:

- Weekdays - daytime preferred for planning meeting
- Timing scheduled based on Subcommittee Chair, members, and staff availability

Roles:

- Review agendas with coordinator prior to meetings
- Conduct outside research, attend relevant meetings
- Work with Coordinator to identify and prep guest speakers
- Facilitate or co-facilitate meetings
- Draft and edit the Recommendation Letter with Subcommittee members and staff
- Collaborate with staff and CIC Co-Chairs to give the annual CIC briefing to the Board of County Commissioners in the summer (June-August)

CIC Subcommittee Member Position Description

Term: 1 year

Time commitment: 2-5 hours a month

- monthly 1.5-hour Subcommittee meeting
- Possible additional meetings depending on Subcommittee interests/needs
- Outside research to report back to Subcommittee (online research, attending County meetings, etc)
- Attend bimonthly CIC meetings

Time availability:

- Meetings on weekdays - scheduled according to the availability of subcommittee members - some daytime availability is preferred for flexibility

Roles:

- Attend Subcommittee meetings- Participate actively in meetings.
- Inform staff if you will be late or unable to attend meetings.
- Review agenda and supporting materials prior to meetings.
- Support meetings by taking minutes, supporting facilitation, etc.
- Support Chair in drafting the recommendations
- Conduct research outside meetings as needed and assigned- in the first meeting or so pick a focus to work on ie. Focus on outside researching other jurisdictions, focus on researching County, focus on Advisory groups roles related to this in the County, Community engagement strategies in this issue generally

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