



## Roles and Responsibilities:

Thank you for your service to the City of Alexandria as a Board, Committee or Commission member. Your decision to give of your time to help in the business of the City is highly commendable and appreciated.

The City of Alexandria encourages and promotes involvement by residents in the decision-making process through participation in a variety of Boards, Commissions and Committees. The majority of these make recommendations to the City Council, who then act upon those recommendations.

Serving on a Board, Commission or Committee can be a rewarding experience and an excellent way to contribute to the quality of life of the community in which you live or work. We rely greatly on the interest and involvement of those volunteers who seek a more active role in the functioning of their local government.

Selection for appointment to one of our Boards, Commissions or Committees is generally based on the following characteristics:

- A broad perspective and concern for the welfare and progress of the City
- A familiarity with the City's history, issues and goals
- Interest in the functions/responsibilities of the Board, Commission or Committee under consideration
- City residency, in most cases
- A willingness to devote time and effort to the work of said Board, Commission or Committee
- Awareness of and understanding of the City Charter, City Code, City Ordinances, and policies
- Balanced and diverse representation on Boards, Commissions or Committees as feasible

**Personal Conduct:** All members of City Boards, Commissions or Committees are required to conduct themselves at all times in accordance with the City's Code of Ethics, Code of Conduct or similar policies adopted by the City Council.

### **Members of Committees are also required to:**

- Understand the Board, Commission or Committee's role and purpose within the City.
- Stay informed about relevant matters affecting the Board, Commission or Committee's business.
- Attend all meetings or where attendance is not possible, submit notification
- Participate actively and work cooperatively with other members and City staff.
- Prepare for all meetings by reading and considering the agenda items, papers circulated and other relevant documents.
- Not improperly influence other members.
- Make new points succinctly without reiterating at length points already made.
- Avoid meeting separately or in sub-groups with individual Council members not appointed to their given Board, Commission or Committee.

**Accountability:** All members have a responsibility to ensure efficient and effective operations of the Board, Commission or Committee, avoid extravagant and wasteful use of resources and ensure actions are consistent with the role and purpose of the Board, Commission or Committee.

### **Members are also required to:**

- Participate constructively in Board, Commission or Committee activities in a lawful, ethical and justifiable manner.

- Ensure decisions are consistent with any statutory and legal requirements.
- Ensure resources, funds and staff are used effectively and economically for Board, Commission or Committee business.
- Record keeping and use of information: All documentation produced by the committee forms part of the City's records and should be maintained in accordance with City's Record Retention policies.

**In conjunction with specific responsibilities of the Executive Officer, members of Boards, Commissions or Committees are also required to:**

- Ensure adequate procedures are followed for documenting decisions and actions of the Board, Commission or Committee
- Maintain confidentiality of Board, Commission or Committee business where necessary, ensuring confidential records are subject to appropriate storage and access procedures.
- Respect confidential discussions and not misuse any information obtained through membership of the Board, Commission or Committee.
- Openly declare any matters of private interest and record any issues with the potential for conflict or perceived conflict to ensure they are transparent and capable of review.
- Where appropriate, disqualify themselves from discussions and decisions where a conflict of interest occurs.

Where members are unsure of their obligations or responsibilities, the member should contact the Chair or City Administrator for assistance.

Again, thank you for your participation in our local government. We hope that this information will help make your participation productive and enjoyable.

*Adopted by the Alexandria City Council on January 25, 2016.*