

# Roles and Responsibilities

## Chairman of the Mayor's Task Force

- Chairman will come prepared to conduct meeting
- Chairman will start meeting as scheduled and pending on agenda conclude meeting on time.
- Chairman will draft agenda based on feedback from committees and submit to the Mayor for review, comments and approval.
- Chairman will submit draft agenda in a timely manner according to Browns Act.
- Chairman will oversee meeting to be conducted in a orderly manner and follow-up with public comments when required.
- Quarterly Reports to the Mayor
- Preliminary draft will be submitted to the Mayor's Office 1 week prior to the meeting.

## Vice-Chairman

- Vice-Chairman will conduct business with the same responsibilities in the absence of the Chairman.
- Vice-chairman will provide support the Chairman on projects, representation, and other tasks as required.

## All Sub-Committee Chairs

- Chair will start meeting according to scheduled days and times posted.
- Chair will oversee that committee and focuses on current goals but not limited to issues that require immediate attention to address to the Task Force for discussion.
- Chair is to provide updated report to the Task Force meetings.
- Chair to maintain communication with Co-Chair.

#### Co-Chair

- Co-Chairman will conduct business with the same responsibilities in the absence of the Chairperson.
- Co-chairman will provide support to the Chairperson on projects, representation, and other tasks as required.

## Committee Reporting Procedures

### Recommendations

- Quarterly Committee Reports will be used to compile the annual report.
- Annual report will be presented to City Council after 4<sup>th</sup> Quarter.
- Quarterly Reports are due on the 2<sup>nd</sup> Friday of the following Quarter
- Reports will include completed goals and updated progress of current goals and/or projects.
- Reports will be submitted by Chairperson from each committee to Chairman and CC: to Vice Chairman. In the absence of the Chairperson, Co-Chair will assume responsibility.