



## **BEAR VALLEY COMMUNITY SERVICES DISTRICT**

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### **ROLES AND RESPONSIBILITIES OF COMMITTEE VOLUNTEERS**

Bear Valley Community Services District has established standing committees to review matters of District interest and to make recommendations to the Board of Directors. Five of these committees consist of two members of the Board and up to three volunteers, and act in a purely advisory capacity to the Board of Directors.

The District actively seeks input from our community members to help achieve its goals, to engage the community in District affairs, and to take advantage of the deep pool of talent and knowledge in the Bear Valley community.

#### **I. ROLE OF COMMITTEES**

1. Committees established by the District Ordinance Code upon which volunteers can serve are:
  - i. Administration Committee:
    1. Reviews personnel, general District policy, and other management matters.
    2. Staff Liaison is the General Manager.
  - ii. Finance Committee:
    1. Reviews budgetary and other financial matters.
    2. Staff Liaison is the Administrative Services Director.
  - iii. Infrastructure Committee:
    1. Reviews plans for the development, operation and maintenance of District infrastructure.
    2. Staff Liaison is the Public Works Director.
  - iv. Communications Committee:
    1. Assists in informing property owners and residents of Bear Valley Springs of District policies and activities.
    2. Staff Liaison is the Communications Specialist.
  - v. Public Safety Committee:
    1. Reviews public safety issues such as police, disaster preparedness and response programs, and fire protection.
    2. Staff Liaison is the Chief of Police.
2. All committees act in an advisory role to the Board of Directors. This advisory role is limited to the committee's area of responsibility. Committee recommendations may be presented at Board of Director's meetings as individual agenda items.
3. Committee agenda items must be previously approved and assigned by the Board of Directors before substantive time on the subject is incurred by the committee.
4. The President of the Board of Directors annually appoints two members of the Board to serve on each committee and designates the Chair and Vice-Chair.

## II. APPOINTMENT

1. Volunteer committee members must be registered voters of the District and may not be District employees.
2. Volunteers are appointed by the Board of Directors in March of odd numbered years, to serve a two-year term or until a successor is named.
3. Committee members may resign at any time, although suitable notice is requested to enable a replacement to be recruited and appointed.
4. Volunteers may be removed from a committee by the Board President at any time for cause. Removal for cause includes, but is not limited to, disruptive or obstructive conduct, irregular attendance, and a lack of interest or engagement in the committee works.

## III. ROLE OF THE STAFF LIAISON

1. To provide factual information to help members make their decisions and formulate their advice to the Board of Directors.
2. To facilitate the meeting process.
3. To coordinate agenda items and meeting calendar with the General Manager.

## IV. ROLE OF THE COMMITTEE VOLUNTEER

1. Recognizing its advisory capacity to the Board of Directors, committees—and individual members of the committees—should not undertake to act independently.
2. Committee volunteers are expected to:
  - i. Attend bi-monthly meetings as scheduled.
  - ii. Notify the Secretary if unable to attend a meeting.
  - iii. Review the meeting material and be prepared to discuss and make recommendations on agenda items.
  - iv. Complete mandated ethics training as required by state law.
3. Committee volunteers are asked to refrain from:
  - i. Representing themselves as a spokesperson or voice of knowledge from the District
  - ii. Speaking for the committee as a whole, unless appointed as a spokesperson by the full committee.
  - iii. Giving direction to, or requesting information from, District staff; all requests requiring the involvement of District employees should be routed through the Staff Liaison or General Manager.
  - iv. Pursuing committee assignments or projects outside of the committee meeting structure without prior concurrence of the committee.
4. Committee members have the following ethical duties:
  - i. Disinterest: Committee members have an obligation to put the public's interests before their own direct or indirect personal interest.
  - ii. Due Diligence: Committee members should capably fulfill the responsibilities of their appointment by preparing for and attending meetings as scheduled.
  - iii. Fairness: Committee members should endeavor to overcome personal bias and work toward the good of the community as a whole.

V. COMMITTEE MEETINGS

1. All committee meetings are subject to the Ralph M. Brown act.
2. There will be no meeting of the committee unless a quorum is present. A quorum consists of a majority of the committee's members. If less than a quorum is present, the committee may discuss matters, but may not take formal action.
3. Meeting agendas are prepared by staff, in consultation with the committee chair and the General Manager.
4. Materials provided to committee members at a public meeting must be made available for inspection and copying by the public.
5. Committee meetings may be recorded via audio and/or video.