

ROLES & RESPONSIBILITIES OF NEIGHBORHOOD COUNCIL BOARD MEMBERS





NEIGHBORHOOD COUNCIL

A Neighborhood Council is an officially recognized advisory body that is part of the Los Angeles Citywide System of Neighborhood Councils.

Neighborhood Councils are City Entities that are advocates: the eyes, ears, and voice for the communities and stakeholders they represent.

It is the responsibility of the NC Board to listen to its stakeholders and then advocate and represent the community's wants and/or needs.



LAWS THAT APPLY TO NEIGHBORHOOD COUNCILS

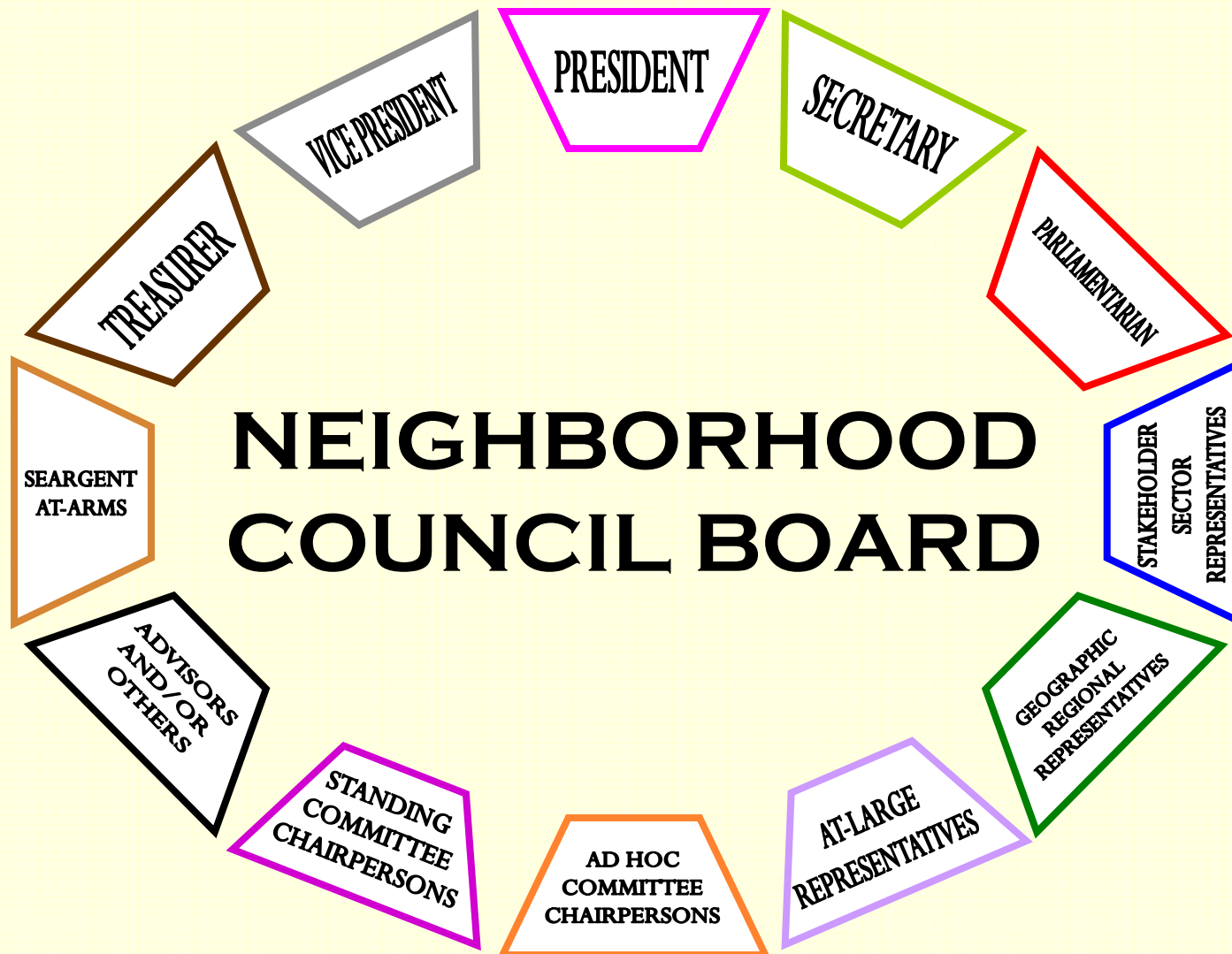
- The Ralph M. Brown Act
- The Public Records Act
- The Americans with Disabilities Act
- The City of Los Angeles Charter
- The Plan for a Citywide System of Neighborhood Councils
- Bylaws
- State and City Conflict of Interest Laws

There are several trainings that help Board Members understand these laws.



THE BOARD

- A Neighborhood Council Board is made up of stakeholders from different sectors (i.e. renters, homeowners, educators, business owners/workers) who serve in different capacities.
- There are many projects that NCs can work on to enhance the communities within its boundaries. The goal is to work together on strengthening the community
- When everyone performs a task within the Board and helps work toward an agreed upon goal it is accomplished with great rewards.





EXPECTATIONS

- Know and understand all expectations of your board position.
- Be clear about what your own expectations are and what others expect of you.
- Understand and know your Bylaws
- Time Commitment/Gut Check (Do I really have or can I make the time?)



ROLES AND RESPONSIBILITIES OF NEIGHBORHOOD COUNCIL BOARD MEMBERS

There are both general roles and specific roles for all board members to perform.

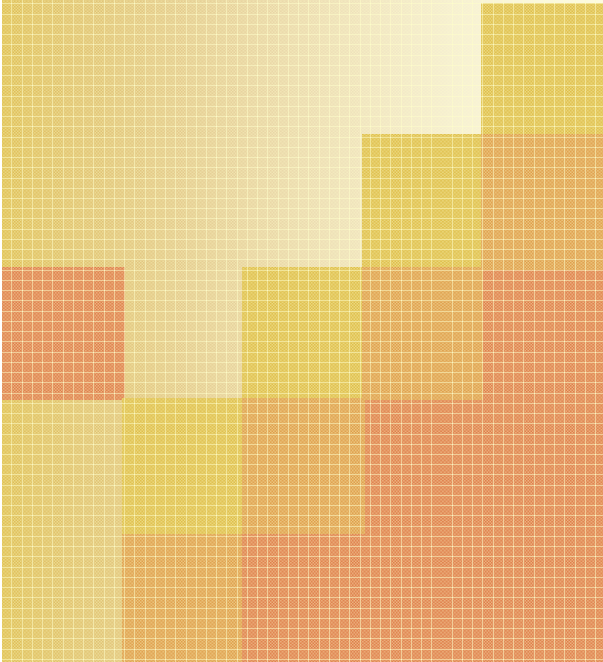
This is important to know because in order for NC Boards to be successful all of these duties and responsibilities must be performed in conjunction with one another to get the work finished.



ROLE OF THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

Some of the duties as defined in the Plan for a Citywide System of Neighborhood Councils (page 18) include:

- Implement and oversee compliance with City ordinances and regulations relating to a City wide system Neighborhood Councils.
- Assist neighborhood and Certified Neighborhood Council with public and civic education, outreach and training with an emphasis given to areas that have traditionally low rates of civic participation.
- Act as information clearinghouse and resource to Certified Neighborhood Councils.



GENERAL ROLES AND RESPONSIBILITIES

OUTREACH

Every Board Member should help in some way with outreaching to stakeholders.

EXAMPLES

Flyer/Material Distribution

Posting Meeting Notices

Phone Calling * Emailing * Presentations

Newsletters * Website * Twitter

Door-to-door * Word of Mouth



LIAISON

- Working with and partnering with others will help you to get things accomplished for your Neighborhood Council.
- NC Partners:
 - City Departments and other City Entities
 - Various Community Entities, i.e. Non-Profits, Community Based Organizations
 - NC Stakeholders
 - The Community
 - Other NCs



ADVOCATE

- As a board member you will need to make decisions that affect lots of stakeholders.
- It is important that you think about all the different stakeholders who will be affected before taking any action.





HELP DEVELOP POLICIES AND PROCEDURES

- It is important for the NC to develop policies and procedures for recurring or regular items (i.e. Board Rules, Standing Rules, Rules of Order).
- For example
 - Funding allocations
 - Agenda Creation



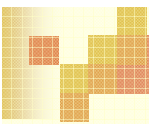
REPRESENT STAKEHOLDERS

Gain as much information about all of the stakeholders in your boundary area so that you can best advocate for their issues and needs.



TEAM WORK

- Be familiar with the role of all board members so that you can help ensure that everyone is able to participate in the best way possible.
- Involve all board members in the activities of the NC and be sure to ask and encourage other Board Members and Stakeholders to coordinate or be responsible for NC items.



KNOW THE CURRENT ISSUES OF CONCERN

- Pertinent issues to stakeholders may be key items for the NC to discuss or address.
- Be sure to poll stakeholders from various sectors to see what concerns they may want the NC to assist them with or solve.
- Knowing current issues will help to identify community improvement projects or could help to formulate the NCs quarterly or yearly goals.



CULTIVATE & RECRUIT OTHERS

- Help develop and cultivate new leaders.
- Identify Stakeholders who attend meetings and events regularly.
- Encourage active stakeholders who would work well on a committee or who may think about running for a board position in the future.
- Be sure to involve them in NC projects that will keep their attention.

COMMITTEE MEMBER

- As an NC Board Member you may be responsible for chairing or being a member of a Committee.
- Committees could be Ad Hoc or Standing.
- Work that is completed in committees provides clarity and valuable information and ideas for the Board to vote on.

