



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

20285 S. Western Ave., #100
Torrance, CA 90501
(310) 377-8987
sbccog@southbaycities.org
www.southbaycities.org

DATE

FROM: SBCCOG Nominating Committee

RE: Commitment to Serve as an Officer

Dear _____,

Thank you for agreeing to have your name placed in nomination as an officer of the South Bay Cities Council of Governments Board. As an officer you agree to:

- Regularly attend Board meetings
- Regularly attend the monthly Steering Committee meetings
- Make best efforts to attend other meetings of the SBCCOG such as the Legislative Briefings and the General Assembly.
- Be available to review and comment on issues that arise between Steering Committee meetings.
- Participate in special committees of the SBCCOG or Public Hearings/Meetings/Events as needed
- Sign the expectations agreement that is attached to this letter

The nominations to serve on the Board will be presented to the Board Members at the May 28 Board meeting. Nominations from the floor will also be accepted. The election will take place at the June 25 Board meeting. New officers will begin their one year term effective July 1.

Thank you again.

Sincerely,

_____, Chair

LOCAL GOVERNMENTS IN ACTION

Carson El Segundo Gardena Hawthorne Hermosa Beach Inglewood Lawndale Lomita
 Los Angeles Manhattan Beach Palos Verdes Estates Rancho Palos Verdes Redondo Beach Rolling Hills
 Rolling Hills Estates Torrance Los Angeles District #15 Los Angeles County

Expectations for Officers

South Bay Cities Council of Governments

This pledge is intended to acknowledge the shared responsibilities, commitment and conduct of officers of the Board of Directors of the South Bay Cities Council of Governments. This document is not meant to be a formal contract but rather a set of expectations set forth for all existing and future officers.

As an officer of the Board of Directors of South Bay Cities Council of Governments, I am fully committed and dedicated to the mission of South Bay Cities Council of Governments. I pledge to help South Bay Cities Council of Governments carry out this mission, consistent with the functions of the office of officer and board member as stated in South Bay Cities Council of Governments' By-laws.

The role of officers

As an officer of South Bay Cities Council of Governments, I have both the opportunity and the obligation to appoint and evaluate the Executive Director, help establish strategic direction, set broad policy, and steward the assets, all in support of the organization's stated mission. I commit to fulfilling these obligations with my time, talent and relationships.

The role of management

I understand that the Executive Director is responsible, under the board's direction, for developing the long-range plan for board approval, devising acceptable short- and medium-term objectives in pursuit of that plan, and then managing the organization's resources to meet those objectives.

Preparation

I will work diligently to understand the mission, purpose, goals and programs of the organization, and I will prepare for all board and committee meetings by reviewing all related documents and materials in advance.

Fiscal and program oversight

Together with my fellow board members and officers, I am responsible for the fiscal oversight of South Bay Cities Council of Governments. Whether I am a member of the organization's finance or audit committees, I will know what our budget is and take an active part in reviewing and approving the budget and monitoring our performance against that budget. If I do not understand an element of South Bay Cities Council of Governments' fiscal health, I will reach out to the appropriate board members, committees, or staff for clarification.

Active participation in board meetings

I will attend regularly scheduled Board and Steering Committee meetings, be available for consultation by phone and e-mail, and assist if possible where I can apply my special skills, perspective and experience. I will come prepared to discuss the issues and business at hand. If I miss three consecutive board or committee meetings without proper notice or am otherwise unable to fulfill my obligations as an officer, I will offer my resignation or request a leave of absence.

Active participation in major events

I will make my best effort to attend South Bay Cities Council of Governments' major public events and will actively encourage support and attendance by my friends and colleagues as well.

Positively represent the organization

As an officer, I know that I am a *de facto* ambassador for the organization, and I will strive to represent South Bay Cities Council of Governments in the best possible ways. I will never offer myself as an official spokesperson for the organization without proper authority from the board or Executive Director.

Financial support

I will work with relevant members of the board and staff to assist with fund raising for the Annual General Assembly. More particularly, I will help identify potential supporters, and I agree to be open to making a limited number of calls on potential supporters if requested.

Support the staff

I recognize the significant obligations of the staff in carrying out South Bay Cities Council of Governments' work, and I will do my best not to interfere with the staff's operating responsibilities. While I have the right to speak with staff members about matters of mutual interest, I understand that I do not have the right to direct the actions of staff members unless appropriately authorized to do so by the board or the Executive Director.

Uphold confidentiality and By-laws

I understand that the board must speak with one voice, and therefore I agree not to divulge board-level discussions to outsiders that are not of a public nature unless the board has adopted a different policy for a specific instance or issue. I have read and understand the organization's by-laws, and I agree to operate in conformity with them.

South Bay Cities Council of Governments' Commitment to its Officers and Board Members:

- *As part of the organization's execution of its mission, South Bay Cities Council of Governments makes the following commitment to its board members:*
- We will provide you the opportunity for meaningful and rewarding service to our mission and our community.
- We will provide you in a timely way with the information you need to be an effective officer and board member.
- We will be diligent in making the best possible use of the assets you make available to us, whether those be assets of time, wisdom, experience or relationships.
- We will schedule meetings in advance, and we will start and end meetings on time, unless a majority of those present at the time elect otherwise.
- We will make every effort to keep our meetings brief, relevant, interesting and impactful.
- We will respond to the best of our ability to your questions and concerns.
- We will encourage your feedback and criticism.
- We will do our utmost to be an organization of which all of us can be proud.

Commitment

By signing this document, I am acknowledging that service as an officer implies a three-way commitment from board members individually, board members collectively and the organization as a whole. Even though this commitment letter is non-binding in a legal sense, I understand that the organization will rely on the collective commitments of its board members in formulating its plans and executing its strategy.

Signed: _____ Date: _____
[NAME & TITLE OF OFFICER]

Signed: _____ Date: _____
[Board Chair

Jacki Bacharach
Signed: _____ Date: _____



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DATE

FROM: SBCCOG Nominating Committee

RE: Commitment to Serve on the Steering Committee

Dear ????,

Thank you for agreeing to have your name placed in nomination as an at large member of the South Bay Cities Council of Governments Steering Committee. As a Steering Committee member, you agree to:

- Regularly attend the Steering Committee meetings
- Regularly attend Board meetings
- Make best efforts to attend other meetings of the SBCCOG such as the Legislative Briefings and the General Assembly.
- Be available to review and comment on issues that arise between Steering Committee meetings.
- Participate in special committees of the SBCCOG or Public Hearings/Meetings/Events as needed

The nominations to serve on the Steering Committee were presented to the Board Members at the May 28 Board meeting. Nominations from the floor will also be accepted. The election will take place at the June 25 Board meeting. Your first Steering Committee meeting will be July 13, 2015 at noon at the South Bay Cities Council of Governments' office.

Thank you again.

Sincerely,

Britt Huff, SBCCOG Chair

I agree to serve on the Steering Committee and to the requirements as outlined in the letter above

Signature

LOCAL GOVERNMENTS IN ACTION

Carson El Segundo Gardena Hawthorne Hermosa Beach Inglewood Lawndale Lomita
 Los Angeles Manhattan Beach Palos Verdes Estates Rancho Palos Verdes Redondo Beach Rolling Hills
 Rolling Hills Estates Torrance Los Angeles District #15 Los Angeles County



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

20285 Western Avenue, Suite 100
Torrance, California 90501
(310) 371-7222
sbccog@southbaycities.org
www.southbaycities.org

TO:

FROM: SBCCOG Steering Committee

RE: Commitment to Represent the SBCCOG

Dear _____,

Thank you for agreeing to represent the South Bay Cities Council of Governments (SBCCOG) on the _____. By bringing the South Bay’s perspective to this committee, you are assuring that our interests are heard and addressed.

The SBCCOG has representation on the boards and committees with several regional agencies – SCAG, League of California Cities, Metro, the Santa Monica Bay Restoration Commission and other ad hoc committees. Our representative to each of these agencies is expected to regularly attend the meetings of the group to which they have been appointed and to report back to the Board either in person or in writing. Additionally, the representative is expected to fulfill any specific participation requirements that the agency you have been appointed to might have. And finally, should the position of the SBCCOG conflict with your personal position or that of your city, you would be expected to represent the SBCCOG or notify the Executive Director that you cannot do so.

While we understand that reports to the Board for each regularly scheduled meeting are not always going to include action items, we still encourage our representatives to report on trends and upcoming issues of which our members should be aware. On the Boards/Committees that SBCCOG has more than one representative, we would request that you work with the other SBCCOG representatives to make sure that SBCCOG always has a representative in attendance at the agency’s meeting. In addition, it is critical that a report (oral or written) is prepared and delivered to the monthly SBCCOG Board meetings.

Also, the SBCCOG Board has established the following policy on attendance:

Representatives who have missed 3 consecutive meetings of the board/committee that they have been appointed to may be removed by the Steering Committee at a regular meeting. Notice will be sent to the representative that this issue is on the agenda if they wish to come and explain their absences.

Please let me know if you have any questions about this appointment and please sign below acknowledging receipt and agreement to these policies and return to jacki@southbaycities.org

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Los Angeles Manhattan Beach Palos Verdes Estates Rancho Palos Verdes Redondo Beach Rolling Hills
Rolling Hills Estates Torrance Los Angeles District #15 Los Angeles County

Thank you again.

Sincerely,

Britt Huff, Chair

I agree to represent the SBCCOG on the _____ and to the requirements as outlined in the letter above.

SIGNATURE