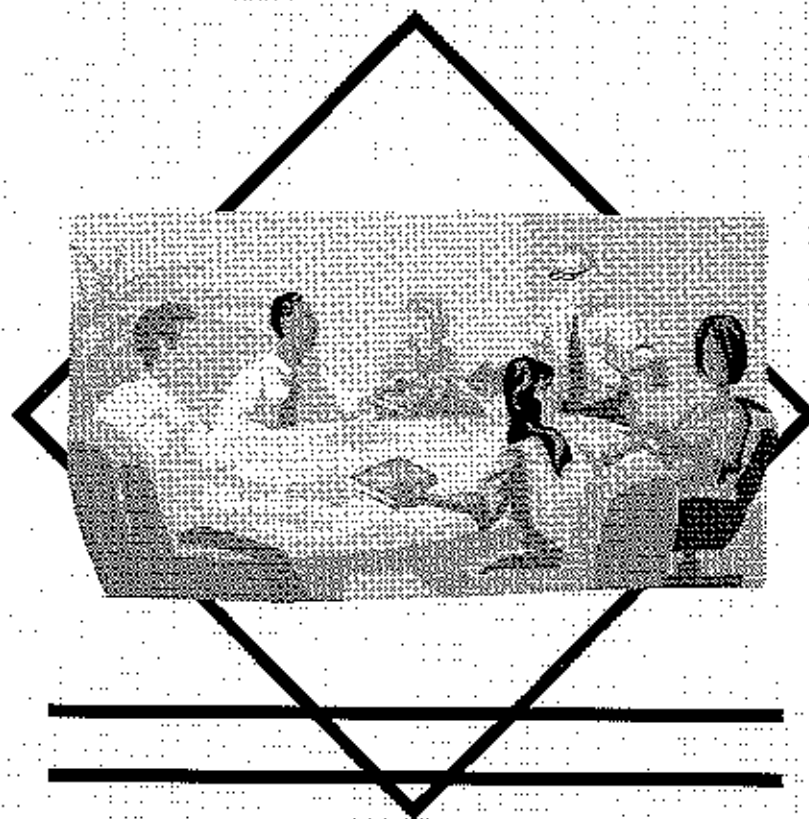


**Roles
&
Responsibilities
of
Neighborhood Council
Board Members**



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.

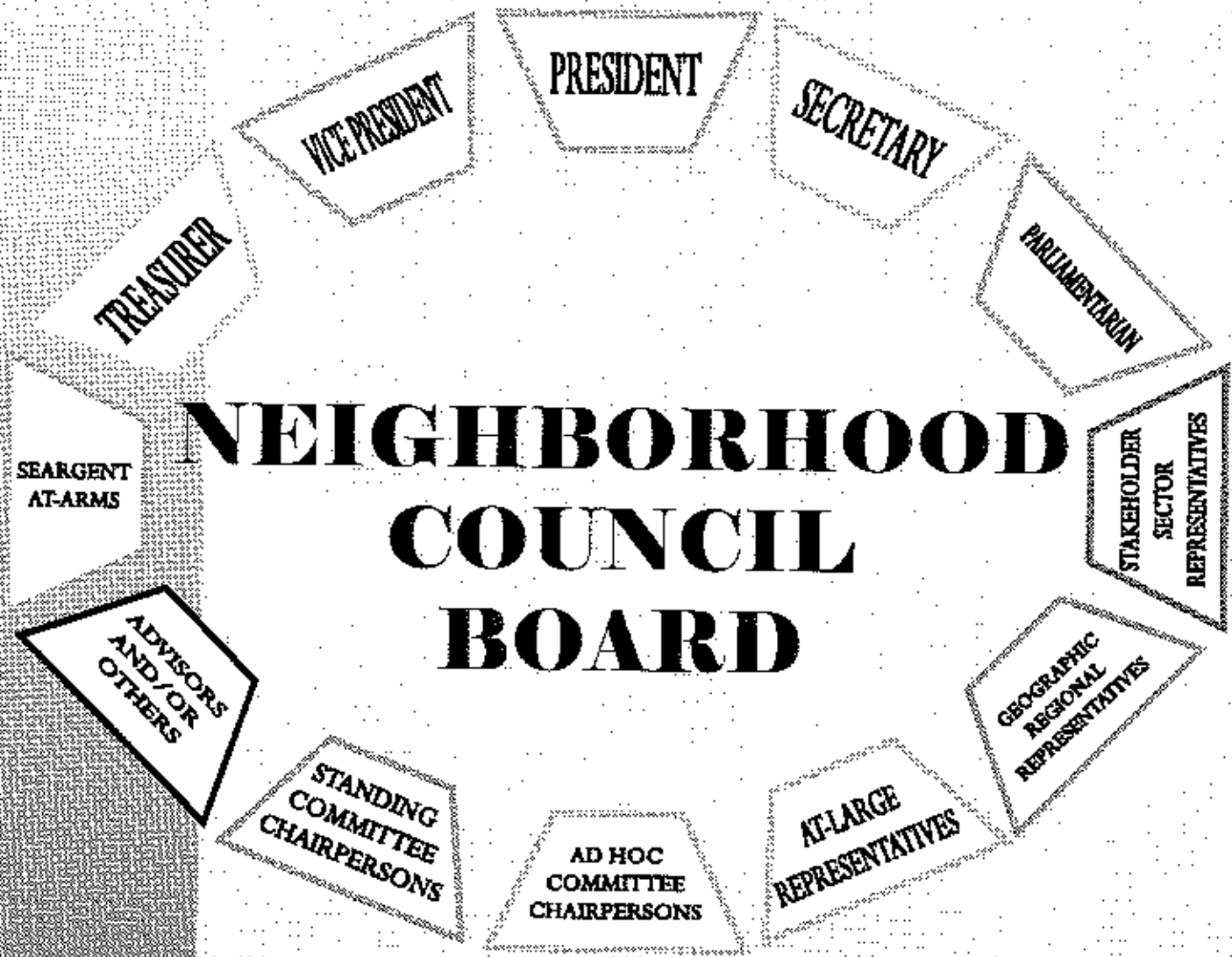
It is the responsibility of the NC Board to listen to its stakeholders and then advocate and represent the community's wants and/or needs.

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
- 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.

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 done.

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

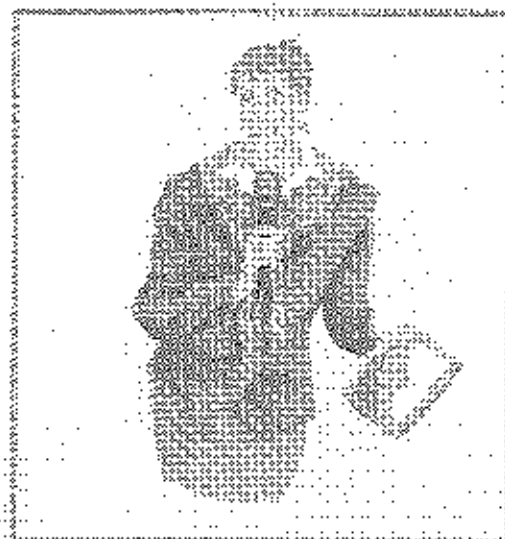
Newsletters * Website * Fax Blasts

Door-to-door * Word of Mouth



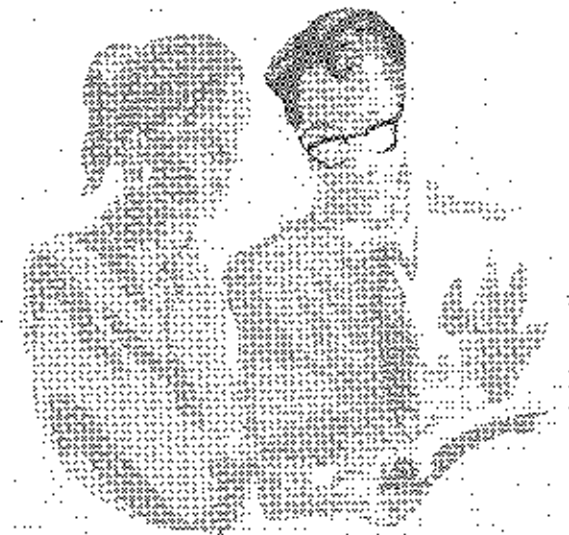
Liaison

- Working with and partnering with others will help you to get things done for your Neighborhood Council.
- NC Partners
 - City Departments and other City Entities
 - Various Community Entities
 - 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
 - Time allotments for presenters/speakers

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.