



## **Your CHARGE as a member of a board or commission**

### ***A checklist for effectiveness***

#### **C-CHARTER**

*I understand:*

- The contents of the Charter of the City of Englewood
- The bylaws, if applicable, that were adopted by the board or commission I am joining
- The specific functions of the board or commission that I joined
- The roles of the Council liaison and the staff liaison assigned to the board or commission that I joined

#### **H-HEIRARCHY**

*I understand:*

- How my board or commission's work impacts the community
- The scope of authority of my board or commission

#### **A-ACCONTABILITY**

*I understand:*

- My board or commission's responsibilities and my own responsibilities as board or commission member
- What constitutes a conflict of interest
- How the law requires conflicts of interest to be handled
- The board or commission's accountability to Council and to the public

#### **R-RESPONSIBILITY**

*I understand:*

- Requirements around attendance
- The importance of actively listening and participating in meetings
- The importance of completing tasks that I volunteer to take on
- The importance of reviewing agendas, minutes, and other materials before meetings

#### **G-GOALS**

*I understand:*

- Established goals for the board or commission
- Steps that need to be taken to accomplish stated goals
- Deadlines for tasks that I agreed to take on

#### **E-EVALATION**

*I understand:*

- The need to discuss with board or commission members (as part of meetings) how our board or commission can continuously improve

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**Member Signature and date**