

LARIMER COUNTY COMMISSIONERS' OFFICE

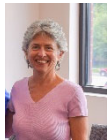


BOARDS & COMMISSIONS STAFF LIAISON TRAINING



INTRODUCTIONS

The Commissioners' Office Team



Debra Unger, Administrative Assistant II

- Main contact for all boards & commissions



Alisha Jeffers, Department Specialist II

- Coordinates interview scheduling, plans Fall Reception



Brenda Gimeson, Business Operations Manager

- Supervises team, provides general backup assistance

TODAY'S AGENDA

Overview & Responsibilities



- Understanding the liaison role
- Getting familiar with your Board and website
- Meeting requirements and liaison responsibilities

Membership & Appreciation



- Recruitment Process
- Board Member Training
- Annual Fall Reception
- As Board Members Leave

UNDERSTANDING YOUR ROLE



Staff Liaison



As a Staff Liaison, you manage the board(s) you represent.

You are responsible for the coordination and communication with your board members and Commissioner Liaison, and the day-to-day support of your board.

You can find all the resources you need at larimer.org/boards

UNDERSTANDING YOUR ROLE & GETTING FAMILIAR WITH YOUR BOARD



Role of Staff Liaison

It's your responsibility to understand:

- Policy and Procedure 100.11
- Your board's role, the authority it has been given and the operating requirements listed in the bylaws
- How to conduct effective board meetings
- Legal requirements - including ADA requirements
- Board member recruitment and appointment process
- How new board members are oriented and trained

GET FAMILIAR WITH YOUR BOARD'S WEBSITE

Visit larimer.org/boards

You'll find:

- Meeting agendas & minutes
- Brief description of your board
- Meeting dates & locations
- Current bylaws
- Membership info (contact info visible to Staff Liaisons after you log in)
- Commissioner / Staff Liaison and Administrative Contact info





- **Check your board's webpage regularly to be sure it is up to date**
- **Notify Debra of changes**

LIAISON & MEETING RESPONSIBILITIES

Meetings

- Schedule meetings, site visits, special events, etc.
- Post meeting agendas and minutes
- Assuring the open meeting law requirements are met



LIAISON & MEETING RESPONSIBILITIES

During meetings

Assure your board is:



- Following public comment rules
- Following quorum rules and requirements
- Board members are staying on task and within their responsibility

LIAISON & MEETING RESPONSIBILITIES

Reference Material

- Qualities of Effective Boards
- Conducting Effective Meetings
- Open Meetings Law
- Executive Session Citations
- Robert's Rules of Order



You can find these materials at larimer.org/boards/training

LIAISON & MEETING RESPONSIBILITIES

FAQs

- Which boards have County emails and why?
- What are the rules of public comment?
- What constitutes a quorum, and how do I cancel a meeting if a quorum is not present?
- How do I request Commissioner attendance at a meeting?
- What if I have a problematic member?
- Why is my board being reviewed by the Commissioners?



MEMBERSHIP



RECRUITMENT PROCESS, BOARD MEMBER TRAINING

MEMBERSHIP

Recruitment Process

Role of Commissioners' Team:

- Advertise vacancies
- Process online applications
- Email notifications
- Schedule interviews
- Track board member appointment dates and terms



MEMBERSHIP

Recruitment Process

Role of Staff Liaisons:

- Assist with recruitment through word of mouth; encourage prospective applicants to apply
- Direct candidates to online application form
- Announce openings in board meetings



NOTE: Applications will be shared with Staff Liaisons at the interview stage.

MEMBERSHIP

Board Member Training

All board and commission members are expected to complete the online Boards and Commissions Member Training.



Staff Liaisons are responsible for reminding their board members to complete the training and quiz:
larimer.org/boards/training)

BOARD MEMBER APPRECIATION



**ANNUAL FALL RECEPTION, BOARD MEMBER
RESIGNATIONS, CONCLUSION**

BOARD MEMBER APPRECIATION

Fall Boards & Commissions Thank You Reception



- Recognition event with activity to highlight your board's accomplishments for the year.
- Board members will receive email invites directly from the Commissioners' team (Alisha)
- Staff Liaisons are welcome and encouraged to attend!

BOARD MEMBER APPRECIATION

As Board Members Leave

Be sure to notify Debra of resignations so she may:

- Email a Thank You note on behalf of the Commissioners
- Update the membership list on your board's web page
- Indicate that your board is "Accepting Applications"

Questions?



THANK YOU!