

# **First 5 Plumas**

## **Plumas County Children and Families Commission**

### **GENERAL COMMISSION POLICIES DESCRIBING THE ROLE AND FUNCTION OF THE COMMISSION, COMMITTEES AND STAFF**

---

#### **ROLE OF THE COMMISSION:**

1. The Commission is the sole determine of the policies of First 5 Plumas Children and Families Commission.
2. Commissioners are accountable to the residents of Plumas County.
3. Commissioner's roles include input and expertise needed for good management in all of the functional areas of the First 5 Plumas Commission.
4. The Commission assures the financial stability of the organization.
5. The Commission assures continuity of the First 5 Plumas Commission.
6. The Commission is the Commission only when it meets in regularly noticed public meetings in accordance with the Brown Act.
7. The Commission may delegate some of its work to committees and staff.
8. The Commission hire, fires, supervises and evaluates the Executive Director who has similar responsibility for the remaining staff.
9. The Commission will encourage appropriate non-Commission members to serve on its committees as it determines need and appropriateness. Commission committees are responsible to the whole Commission. Committees derive their "authority" from the Commission which appoints them. They are commissioned to develop and make recommendations, which are then reviewed and ratified by the Commission.

#### **ROLES OF THE STAFF**

1. The staff provides the Commission members with information and recommendations that is sufficient to take responsible actions and decisions.
2. Staff will provide prompt, accurate and sustained support to the Commission.
3. The Executive Director is responsible to the Commission for the administration and implementation of programs. His/Her responsibilities and authority are defined in his/her job description. Staff members are responsible for executing specific tasks to carry out the program. Their responsibilities and authority are defined in their job descriptions. They are accountable to the Executive Director.

## COMMISSION AND STAFF ACCOUNTABILITY

1. The Commission is responsible for obtaining an annual financial audit and submitting that audit to the State Children and Families Commission.
2. The Commission is accountable to the residents of Plumas County and to the purpose for which it was formed.
3. The Commission is responsible for defining the Organization through clearly stated:
  - purpose and goal statements
  - organizational structure charts
  - mission statement
  - committee and staff job descriptions
  - policies
4. The Commission will annually review its purposes, goals and other policies as embodied in the strategic plan.
5. The Commission will assure that a notebook of Commission minutes is maintained. Commission minutes are the legal record of Commission decisions. All major decisions, actions and policies will be included in the minutes.
6. The Commission will assure that a Commission Policy/Procedure binder is maintained and updated by the staff.

**Approved by the Plumas County Children and Families Commission on: February 9, 2005**

---

Carol Burney, Chairperson

---

Ellen Vieira, Executive Director