

CAC Officer Time Commitment Overview

Commission and Committees

Community Action Commission (CAC)

The Community Action Commission (CAC) is a tripartite board composed of a minimum of fifteen (15) members representing three sectors. The officers shall be a Chairperson, a Vice-Chairperson, a Secretary, a Low-Income Representative, and the Immediate Past Chairperson (Ex-Officio Member). Elected officers shall be Commission members in good standing based on the Commission Code of Ethics. Officers shall be elected by a majority vote of the CAC. **Responsibilities:** Refer to the Delineation of Powers of the Community Action Commission.

Executive Committee

The Executive Committee shall be composed of the officers of the CAC. The CAC Chairperson shall serve as Chairperson of the Executive Committee. **Responsibilities:** The Executive Committee shall review and approve the agenda for each regular meeting in consultation with the Executive Director.

Planning, Evaluation, and Finance Committee (PE&F)

The PE&F Committee shall be composed of at least three (3) Commission members, one from each sector (when possible) and shall recommend action to the CAC for a vote. **Responsibilities:** The PE&F Committee shall make recommendations on grant applications, needs assessments, selection of delegate agencies, and other program and funding matters. The PE&F Committee will review and comment on various agreements and recommend approval to the full Commission. The Vice-Chairperson shall serve as Chairperson of the PE&F Committee.

Commission Officers

Chair

The Chairperson shall preside over all meetings of the CAC and the Executive Committee. The Chairperson shall provide the initiative and leadership necessary for their proper functioning, with the assistance of the Executive Director. The Chairperson will serve as the CAC's point for communications with the Board of Supervisors and the principal point for communicating the CAC's recommendations to the Executive Director regarding CAP Riverside. **Responsibilities:** Leads and precedes all Commission and Executive Committee meetings.

Vice Chair

The Vice-Chairperson shall serve in the absence of the Chairperson. The Vice-Chairperson shall carry out the other duties as requested by the Chairperson. The Vice-Chairperson shall serve as the Chairperson of the Planning, Evaluation, and Finance Committee (PE&F). **Responsibilities:** Serves as Chair and precedes the Planning, Evaluation, and Finance Committee. Serves as the Ex-officio member in the next term (see Ex-officio description below)

Secretary

The Secretary shall be responsible for ensuring the minutes of each official meeting of the Commission is recorded, and that any errors in the minutes are presented to the Commission for correction. The Secretary shall be the official signatory of documents and records of the CAC. The Secretary may obtain services and assistance through the Executive Director in recording of minutes and in maintaining custodial files of the CAC's documents and records. **Responsibilities:** Ratifies the minutes.

Low-Income Representative

The Low-Income Representative is responsible for ensuring that decisions made by the Executive Committee serve the best interest of the low-income residents. **Responsibilities:** provide input and represent the low-income sector.

Ex-Officio Member

The immediate past Chairperson shall serve as the Ex-Officio on the Executive Committee for a maximum of one (1) year. They will serve without the right to vote, except for the purpose of breaking a tie. If the immediate past Chairperson is no longer a member of the CAC, the next previous past Chairperson shall serve as the Ex-Officio member. In the absence of an Ex-Officio member, a new commission representative can be voted by the CAC to serve for a maximum of one (1) year until the current Chairperson becomes the next Ex-Officio member at the end of their term. **Responsibilities:** Preserves/shares historical knowledge. They will serve without the right to vote, except for the purpose of breaking a tie.

Officer Time Commitment (Estimated on Quarterly Meetings)

The table below gives an overview of different activities and meetings with estimated time investment.

Quarterly Meetings

Name	Prep Time	Meeting	Post Time	Total Hours
CAC Meetings	4 hrs	8 hrs	4 hrs	16 hrs
Executive Committee	4 hrs	4 hrs	4 hrs	12 hrs
PE&F Committee (Vice Chair)	4 hr	4 hrs	4 hr	12 hrs



Annual Meetings

Name	Prep Time	Meeting	Post Time	Hours
CAC Orientation	1 hr	4 hrs	1 hr	6 hrs
Board of Supervisors Presentation	1 hr	2 hrs	0 hr	3 hrs
State Legislative Education Day	Approximately 2 days around March in Sacramento			
National Convention	Approximately 3 days in August/September			

5-Year Planning

Strategic Plan 2023 - 2028	Every 5 years - Approximately 5 hours in April or May 2023
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CAC Orientation – 2022 - 2023

During the orientation, you will learn about the Community Action Partnership's rich history, a high-level overview of our programs and staff, how CAP Riverside ties into the County of Riverside, Laws, Regulations, and Policies that are important to facilitating the work ahead.

Board of Supervisors Annual Report Presentation – January 2023 (Date Pending)

The presentation is made by the Executive Director and Executive Committee Chair to the Board of Supervisors. Together, they present a recapitulation of the agency's goals, progress, achievements. The presentation is a video that may have follow up questions from the County Board Members.

National Community Action Partnership Conference – August 23-35, 2023

The Annual Convention is designed to provide Community Action professionals and board members with the latest in policy and programmatic updates, as well as management and governance tools. Convention tracks will include topics around Effective Administration and Governance; Promising Anti-Poverty Practices; Strategies to Increase Visibility; Research, Policy, and Action; Performance at the Front Line; Community Economic Development; Energy Partnerships, and more.

Cal CAPA Legislative Education Day

Executive Directors, Board Members, and Legislative Staff are all invited to join Cal CAPA and California Legislators for Legislative Education Day. This is an opportunity for leadership to meet with Legislators to discuss the importance of Community Action in California. In addition to legislative meetings, there will also be trainings to prepare our members for their meetings in order to make the most of the meeting time.

