



## **Community Advisory Committee Proposal Draft**

### **Charge**

- Consult and advise PCL staff and Allocation Committee on Levy policy and procedures including funding processes, grantee reporting and community engagement
- Make funding recommendations to Allocation Committee in the course of competitive funding processes

### **Projected Committee Work: FY 2022-25**

- 2021-22: Create/adopt bylaws governing operation of the Committee; review/advise on grantee reporting and accountability process
- 2022-23: Review/advise grant renewal process and recommendations
- 2023-24: Review/advise on community engagement and funding process plans
- 2024-25 (assuming Levy reauthorization): Funding process participation and recommendations

### **Responsibilities**

- Participate in required training
- Review agenda and materials in preparation for meetings
- Attend and participate in meetings
- Work respectfully and collaboratively with committee members to make decisions and recommendations to Allocation Committee
- Occasional participation in Allocation Committee meetings

### **Number of Members**

- 11-13 and quorum of 7 for decision making

### **Term of Members**

- Minimum of 2 years; maximum of 6 years

## **Meetings**

- Approximately 12-15 hours p/year (does not include training)
- Advisory group meetings are public meetings

## **Qualifications/Representation of Committee Membership**

- Committee membership reflects racial, ethnic, gender, sexual orientation and disability of people in the COP
- Includes people who have experience with small and emerging human service non-profits
- Live, work, or go to school in COP; minimum of 3 members who live in East Portland, and 2 who live in North Portland
- Demonstrated commitment to racial equity and experience with BIPOC (personal or professional)
- Experience with child/youth-serving programs or systems related to PCL program areas as a young adult (age 18-24), parent, partner, provider, educator or advocate
- Experience working collaboratively
- Commitment to attending meetings regularly over at least 2 years
- Not currently employed or employed within the previous 2 years by PCL grantee agency and no conflicts of interest with current grantees

## **Training**

- City requires 3 trainings for all advisory board members: duties of a public official, discrimination/retaliation prohibition, intro to shared equity language
- PCL 101 and topic specific info/training to advise on specific policies/procedures

## **Stipends**

- Current PCL policy allows stipend of up to \$500 p/year p/person.

## **Decision Making Method**

- Consider and decide as part of bylaws deliberation. (PCEF model)