

Summary of LAC Co-Chair Duties

As Co-Chair of the LAC, there are a variety of ways you may support the operations of the LAC and the library. These duties include:

- Presiding over LAC meetings
- Identifying items relevant for future LAC agendas
- Finalizing the LAC agenda prior to each meeting and ensuring the Director's report addresses key issues the LAC has expressed an interest in
- Completing the annual report (typically a memo) for the City Council's Life Enrichment Committee to update them on the activities of the LAC and OPL
- Ensuring there is a good working relationship between the LAC and partner organizations such as OPL advocates, FOPL, and branch friends groups
- Coordinating with the leaders of the LAC committees to help ensure their work aligns with the LAC's overall goals.
- Organizing the LAC's outreach to elected officials and ensuring that the LAC delivers a common message focused around key priorities
- Review applications of prospective LAC members and provide training for incoming members
- Work with existing LAC members to ensure continuity and identify when people will be leaving the commission
- Help LAC members understand their obligations under the Brown Act and Sunshine Ordinance

This may sound like a lot, but remember that these duties are split across 2 co-chairs and often a vice-chair too. Furthermore, a lot of this really comes down to asking the right questions- no one should expect you to have all the answers.