

## Summary of Library Commission Chairperson Duties

As Chairperson of the Library Commission, there are a variety of ways you may support the operations of the LC and the library. These duties include:

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