



## Bureau Advisory Committee

### ROLES & RESPONSIBILITIES

#### MISSION

To promote a culture of civic engagement by connecting and supporting all Portlanders working together and with government to build inclusive, safe and livable neighborhoods and communities.

#### PURPOSE & ROLES

The Director of the Office of Community & Civic Life has convened the Bureau Advisory Committee (BAC) to provide advice and support to the Bureau. The BAC's role is:

1. Provide guidance to the Director on the effective use of resources as it relates to the bureau's overall strategic aim and racial equity plan;
  - a. Review bureau goals, program priorities, and spending;
  - b. Informed participation in Community & Civic Life's annual budget process;
2. Be an ambassador for the work of the bureau and for the City.

#### RESPONSIBILITIES

Members of the BAC agree to fulfill their roles through attending and participating in meetings, studying available information and providing input to the Director. Members agree to participate in good faith and to act in the interest of the bureau and ALL Portlanders. ***To this end, members agree to place the interests of the City above any political or organizational affiliations or other interests they may have.***

Members are expected to work collaboratively, acknowledging that full consensus may not always be achieved, but productive conversations are welcomed and encouraged.

Members agree to practice empathic listening and non-violent communication. The bureau will offer training and support for these methodologies and practices.

Members acknowledge that the group is an advisory body to the Director and that its role is to provide advice and frame strategic choices. Decisions ultimately rest with the Director, the Commissioner in Charge and/or City Council.

#### Member responsibilities include:

- Review background materials and participate in shared learning to understand the issues to be addressed during committee meetings;
- Work collaboratively with one another, and staff, to explore issues and develop perspectives and recommendations;

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- If requested, attend public meetings and events to hear directly from the public;
- Consider and integrate public input into discussions as appropriate.
- To strive to attend all meetings for continuity of discussion and relationship building.

#### **BENEFITS**

- Build community with diverse cross-section of Portland community leaders
- Receive training and support
- Explore citywide issues
- Develop leadership skills
- Influence City and bureau functioning

#### **Membership and Term**

BAC's membership is intended to represent a cross-section of diverse expertise, skill sets, background and viewpoints. Committee members will serve a two-year term with the opportunity to renew future terms (up to eight years total). There will be 12-15 active members.