

Neighborhood Association (NA) Representative to the Citizen Involvement Committee (CIC)

Overview:

The CIC fosters public participation and education regarding land use for the citizens of Oregon City on behalf of the City Commission and performs other duties as identified. The duties of the CIC include, but are not limited to, the following:

- Encourage public participation and knowledge of land use in Oregon City.
- Encourage public participation in other government activities as they impact neighborhoods programs.
- Provide information to the City Commission and the public.
- Assist with requests from the City Commission.

Primary Representative Responsibilities:

- Attend monthly CIC Meetings prepared to share information received from NA
- Share information received at CIC meetings in a timely manner to NA
- Attend neighborhood meetings in which representative resides
- Attend and observe at least two other city neighborhood meetings annually
- Volunteer for at least one community event per year, representing the CIC
- Volunteer as needed for ad-hoc CIC committees

Alternate Representative Responsibilities:

- Alternate members are welcome and encouraged to attend all monthly CIC meetings, but are only required to attend in the absence of the Primary Representative
- Share information received at CIC meetings in a timely manner to NA
- Attend neighborhood meetings in which representative resides
- Attend and observe at least two other city neighborhood meetings annually
- Volunteer for at least one community event per year, representing the CIC
- Volunteer as needed for ad-hoc CIC committees

Location:

- CIC meetings are held on the first Monday of the month at City Hall
- NA meetings are held as scheduled by the individual NA's

The Length of Appointment:

Appointments are for two years, from the first day of January in an even year to the last day of December in the following odd year. Appointment is made by the Mayor, after receiving recommendation from the NA. If a position is filled midterm it will still expire the last day of December in the odd year.

Time Commitment:

- Approx 2 Hours the first Monday of each Month for CIC Meeting
- Approx 2 Hours per month when NA meetings are held
- Approx 2 Hours twice per year to attend additional NA Meeting
- 3-4 Hours annually to help at public event
- As needed for ad-hoc CIC committees
- As needed to timely review emails and upcoming agenda items