

# Safe, Clean Water Program

## Expectations of the Chair, Co-Chair, and/or Vice Chair

The committees of the Regional Program – Watershed Area Steering Committees (WASC), Regional Oversight Committee (ROC), and Scoring Committee – shall elect, by the members of the respective committee, a Chair and/or Vice-chair, or Co-Chairs on an annual basis. The roles and responsibilities of the Chair, Co-Chairs and/or Vice Chair are outlined herein. If selected the Vice Chair shall support the Chair with their responsibilities and act on their behalf in case of an absence of the Chair.

### Representation of the Committee

The Chair or Co-Chairs shall represent the consensus decisions, results and views of the committee to the overseeing committee or board should clarification be sought by the overseeing committee or board.

- The Chair or Co-Chairs of the Scoring Committee will represent the matters of the Scoring Committee to the nine Watershed Area Steering Committees.
- The Chair or Co-Chairs of the Watershed Area Steering Committees will represent the matters of their respective WASC to the Regional Oversight Committee.
- The Chair or Co-Chairs of the Regional Oversight Committee will represent the matters of the ROC to the Los Angeles County Board of Supervisors.

### Facilitation of the Committee and Meetings

The Chair or Co-Chairs, with support from District staff, shall facilitate their respective committee meetings. This includes, but is not limited to:

- Schedule dates, times and location for meetings;
- Ensure meetings are called and held in accordance with the Operating Guidelines for that committee;
- Establish an agenda for each meeting;
- Ensure the meeting agenda and relevant documents are circulated in compliance with the requirements in the Brown Act.
- Officiate and conduct meetings;
- Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its duties and responsibilities;
- Ensure there is sufficient time during the meeting to fully discuss agenda items;
- Ensure that discussion on agenda items is on topic, productive and professional; and
- Ensure minutes are complete and accurate, retained, included and reviewed at the next meeting.

## References

[LOS ANGELES COUNTY FLOOD CONTROL DISTRICT CODE CHAPTER 16](#)

[LOS ANGELES COUNTY FLOOD CONTROL DISTRICT CODE CHAPTER 18](#)

[WATERSHED AREA STEERING COMMITTEE OPERATING GUIDELINES](#)

[REGIONAL OVERSIGHT COMMITTEE OPERATING GUIDELINES](#)

[SCORING COMMITTEE OPERATING GUIDELINES](#)