

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](#)