



# Clatsop County Committees and Councils

## Statement of Roles and Responsibilities

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**Your council or committee is appointed by and serving at the pleasure of the Board of Clatsop County Commissioners (“Board”).**

***All members shall:***

- Assist the Board of Commissioners and staff in preparing and implementing the annual planning work plan, in order to enhance and augment the goals of the Board as identified in the adopted strategic plan.
- Carry out any and all lawful duties assigned to them by the Board of Clatsop County Commissioners.
- Familiarize themselves with the applicable state laws, local ordinances and your Committee’s Bylaws.
- Timely attend all meetings, except in such cases of illness or when the Chair has approved a request to be absent prior to the meeting.
- Prepare for meetings by fully reviewing agenda packages, staff reports and materials provided by staff.
- Consider input from any and all social, economic and demographic groups within Clatsop County and promote balanced and factual discussion.
- Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
- Conduct meetings, work sessions and deliberations in a professional, focused, efficient, courteous and value-neutral manner.
- Interact with elected officials, members of the public and staff with civility, respect and dignity.
- Participate in new member orientation and other related training sessions.

*The undersigned acknowledges receipt and commitment to fulfil the roles and responsibilities.*

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Signature

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Date

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Printed Name