

Roles and Responsibility of COC Chair and Vice Chair

1. Positions
 - a. COC Chair and Vice Chair are elected from and by the COC members
 - b. The term of the COC Chair and Vice Chair is one year and starts in September
 - c. The current COC Chair and Vice Chair conduct election to elect their successors in August
 - d. Vice Chair assumes responsibilities of the Chair whenever the Chair is unavailable
2. Committee Meetings
 - a. Conduct the meetings as per the Rosenberg's Rules of Order
 - b. Coordinate and plan committee meetings with committee members including sending reminders of the meeting and the action items to be completed for that meeting
 - c. Schedule and coordinate any special meetings as needed
 - d. Sign the final draft meeting agendas after approval
 - e. Prepare meeting agenda and send to PM/Secretary for posting; 7 calendar days prior to meeting
 - f. Chair and Vice Chair to coordinate with PM/Secretary on the agenda items prior
 - g. Facilitate committee meetings, staying on schedule, on time, and following the agenda
 - h. Chair to provide schedule status at each meeting
 - i. Vice Chair to call on speakers from public and committee members during meetings
3. Develop Work Plan coming year's session
 - a. Develop Schedule and identify Key Events
 - b. Determine delivery of Independent Auditor's report and DPW final use of funds report
 - c. Update and maintain schedule and present to committee at each meeting
4. COC Annual written report
 - a. Coordinate inputs from Independent Auditor and DPW
 - b. Develop draft report
 - c. Coordinate input and comments from committee members and compile to final draft
 - d. Manage the review cycles
 - e. Maintain and control baseline version of annual report
 - f. Send the final annual report to the Mayor, Council members as an email
5. COC Annual report presentation
 - a. Develop a draft presentation in Power Point Format based on the Final Written Annual Report
 - b. Review draft presentation with the COC members and the Dept of Public Works
 - c. Incorporate any feedback, suggestions and inputs received from reviews to finalize the COC Annual Report Presentation
 - d. Present the COC Annual Report Presentation at a Council Meeting
6. Act as the single-point of contact, for the line of communications with the COC and San José City Finance Office and City Auditor to facilitate resolving issues with the Independent Auditor's report and planned use of funds.
7. Coordinate with Program Manager (PM) who will play a role as a Secretary
8. Coordinate and establish the need of Ad Hoc committees

Roles and Responsibility of PM/Secretary

1. Act as the primary interface between the COC and the City (Mayor, Council, Departments, and staff)
 - Coordinate with the City on obtaining information as needed/requested by the COC
 - Identify & invite all the appropriate City representatives needed at the COC meetings
 - Arrange to place COC items on the council agenda i.e., COC Annual Report Presentation
 - Arrange to get necessary websites created, maintained, and updated i.e., Infrastructure Projects and their Status; COC generated documents
 - Arrange to get shared workspace allocated for the use of COC
2. Provide complete administrative support to COC
 - Facilitate all COC meetings
 - Share standard practices for commissions and committees at the City
 - Share common templates for use by Commissions and Committees at the City
 - Assist in scheduling meetings
 - Find suitable open dates for COC members and the City-personnel
 - Request committee members to RSVP early to ensure quorum
 - Assist in preparing agenda for the meetings
 - Distribute agenda; the meeting minutes; documents to the COC members and the City-personnel
 - Post final agenda on behalf of committee to the Commissions Board, Agenda Desk, and to Brown's Act Board
 - Track the motions and attendance
 - Prepare meetings minutes
 - Arrange meeting logistics i.e., reserve zoom & call-in numbers for virtual meetings, and/or rooms for in-person meetings