

District Chair Job Description

Background:

AOC districts perform a number of roles vital to the membership's participation in AOC policy and operations. Districts elect a majority of members to the AOC Board of Directors, thereby ensuring geographic representation across the state. Although appointed by the board, each district also has an additional representative on the AOC Legislative Committee.

From this representation role comes the responsibility for the district to serve as the forum for discussion of interests and concerns which each board member and legislative committee member should bring to their positions. This "preparation" role extends as well to the role played by judges and commissioners on AOC steering committees where policies and priorities are developed.

AOC districts are also a forum for building relationships beyond our individual county boundaries and developing a broader view of Oregon and who we are. Districts should use every opportunity to combine this "relationship" role with the other responsibilities noted above.

Finally, AOC districts serve as the outreach of AOC to welcome new county judges and commissioners, enlist their active participation and provide them with understanding about AOC's governing and policy making processes.

General Responsibilities:

The district chair is responsible for overall leadership of the district's activities and representation of the district's interests in the policy and management of AOC.

Examples of Specific Duties:

- Attend AOC Board of Directors and AOC Legislative Committee meetings;
- In consultation with members of the district, develop an agenda of district activities and meetings for the year, including meetings to:
 - discuss legislative ideas and priorities;
 - track and organize participation in AOC legislative lobbying efforts;
 - prepare for participation in board and legislative committee agendas;
 - conduct training programs on issues of interest to members;
 - engage in policy discussions with community interests and other governments;
 - conduct workshops on implementation of new laws and services, including cooperative efforts among district members.
- Arrange for and convene district meetings, with support from AOC staff.
- Participate as a member of the AOC Budget Committee (meeting in August).