



**Citizen Advisory Council  
Meeting Agenda  
Annual Organization Meeting  
May 15, 2013 6pm  
Worcester Public Library, Banx Room**

1. Call to order
2. Accept and approve minutes from 4/17/13 meeting
3. Nomination and Election of Officers
4. Minority Stats – updated numbers including applicants/nominations/appoints
5. Strategic Planning – Pam Callahan
6. CAC Survey update
  - a. 2010 survey to staff liaisons
7. Subcommittee assignments (be prepared to select – see attached descriptions)
  - a. Recruitment
  - b. Qualifications
  - c. Selection
  - d. Rules and Regulations
8. Annual Report – discussion
  - a. Number of applicants, nominations, appointments by gender/race/board/board type
9. The next meeting is a selection meeting on Wednesday, June 26, 2013 in the Saxe Room of the Worcester Public Library.
10. Adjournment.

## **CAC COMMITTEE OUTLINE PROPOSAL**

The Citizen Advisory Council shall have 4 subcommittees consisting of the following:

1. Outreach & Recruitment
2. Qualifications
3. Selection
4. Rules and Regulations

### **OUTREACH & RECRUITMENT:**

The subcommittee on Outreach and Recruitment will endeavor to increase the selection pool of applicants by its work with civic groups, neighborhood centers, community groups, etc.

The subcommittee shall review how we presently conduct our outreach movements, mailing lists/letters, and public service announcements. The purpose is to seek cultural diversity and the best candidates possible for each stated vacancy.

### **QUALIFICATIONS:**

The subcommittee on Qualifications will endeavor to gather up to date information from Chairpersons of Boards and Commissions as to the qualifications and expertise needed to inherently strengthen a particular board or commission.

This would include but not limited review/revision of our board and commission fact sheet, determining if particular boards and commission are still in existence, when they meet (determine necessity of present boards), as well as verify/document specifics on each board to determine if amendments or updates should be considered since last revision.

### **SELECTION:**

The subcommittee on Selection will review and determine what our selection process shall be, working closely with both the Outreach/Recruitment and Qualifications subcommittees. This policy shall be user friendly to the general public so as to not place a burden on them during our selection of qualified candidates.

### **RULES AND REGULATIONS:**

The subcommittee on rules and regulations shall review the Home Rule Charter and our current rules and procedures to determine if these are being followed within the spirit of the Charter and if any changes should be considered or rules amended.