

CONGRESS OF NEIGHBORHOODS PLANNING COMMITTEE

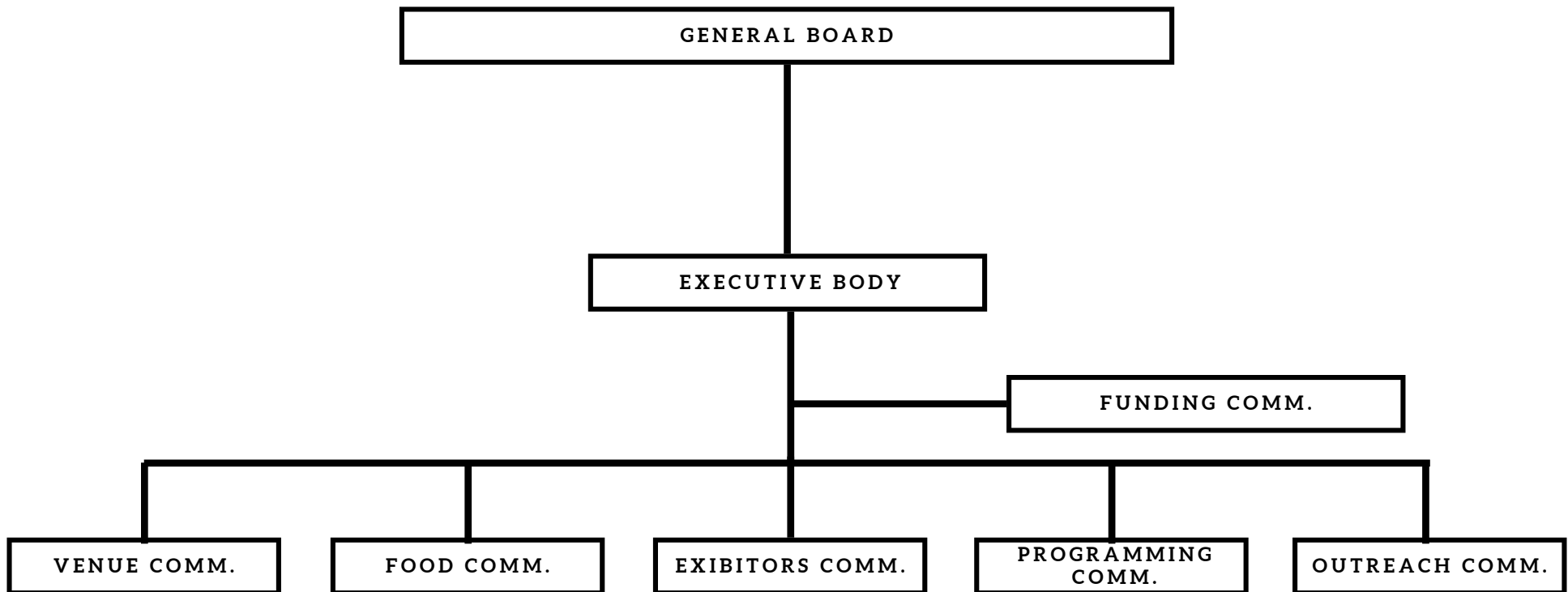
ORGANIZATIONAL CHART

Vision

Empower individuals to lead within the Neighborhood Council system to improve the lives of others within the City of Los Angeles.

Mission

To promote public participation in government and make government more responsive to local needs by creating, nurturing, and supporting a citywide system of grass-roots, independent, and participatory neighborhood councils.



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GENERAL BOARD

Positions

The whole Planning Committee with the Chairs and Co-Chairs of each committee

Responsibilities

Meets on the 1st Saturday of the month

Reviews the agenda topics per sub-committee proposal

Reviews and votes on the proposed timeline with regard to food, venue, and programming, as recommend by sub-committees

Reviews and votes on the theme for the event

Reviews the Chair's report per committee

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EXECUTIVE BODY

Positions

Chair

Co-Chair

Treasurer

Responsibilities

Inter-Committee Communications

Agenda Setup - Meeting Location, Date/Time, and Items

Run Meetings and Ensure Meeting Continues

Policies on Committee / Approvals

Approve Bill Payments on Congress Credit Card with DONE and City Clerk

Maintain budget for Congress of Neighborhoods

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FUNDING COMMITTEE

Positions

BUDGET

Treasurer / Chair

FUNDRAISING

Chair

Responsibilities

Review which NCs provided contributions for the Congress event

Work with Outreach Committee for Event Funding

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OUTREACH COMMITTEE

Positions

Chair

Co-Chair

Responsibilities

Works on creating a theme for the Congress of Neighborhoods event for General

Board Meeting

Manage the Congress of Neighborhoods Social Media

Work with the DONE Liaison on the Website for Content and updates

Provided the design for the event Pin

Creates a cover page design for the Congress of Neighborhoods program booklet

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PROGRAMMING COMMITTEE

Positions

Chair

Co-Chair

Responsibilities

Manages the workshop schedules, locations, and sizes (based on demand) in line with the theme of the event.

Manages opening and closing sessions for the event

Works with DONE Liaison on creating, printing, disseminating, collecting, and processing workshop evaluation survey and overall event feedback survey in both in English and Spanish for the event

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EXHIBITORS COMMITTEE

Positions

Chair

Co-Chair

Responsibilities

Works with DONE Liaison on contacting City Departments for event

Connects with non-profits and alliances for event presence.*

Ensure that all exhibitors have worked with NCs and will not disseminate political material

*Approval for non-profits are subject to review by the Executive Body

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FOOD COMMITTEE

Positions

Chair

Co-Chair

Responsibilities

Reviews possible vendors and caterers for the Breakfast and Lunch portions of the event

Will provide proposed budget for the breakfast and lunch costs per estimated attendants

Works with volunteers to help with the set-up and take-down of specific items to decorate the food spaces

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VENUE COMMITTEE

Positions

Chair

Co-Chair

Responsibilities

Manages the event on-site registration

Ensure that the logistics for the event is set-up.

i.e. working with Fire Marshall, BSS for plan set-up and take-down

Hires AAA for table set-up and pick-up

Works with the DONE Liaison on permits and street closure (as needed)

Manages and secures volunteers for the event - i.e. Sea Cadets, LAPD Cadets