**Date Adopted:** July 8, 2021 **Working Instruction Number**:

2021-04

**CITY OF AURORA, COLORADO**

**VETERANS AFFAIRS COMMISSION**

**COMMISSIONER ROLE AND RESPONSIBIILTIES**

**1. Purpose:** The role of a Commissioner starts with understanding you are a City of Aurora volunteer who has made a commitment to serve City residents. City leaders elected or appointed, and civil servants have made the same commitment to serve the City and appreciate you stepping forward to volunteer your time to help improve the quality of life for all residents and especially veterans, active-duty members, Guardsmen and Reservists and the family members of the eight Uniformed Services.

**2. Meetings:**

2-1. Monthly Meeting: The Veterans Affairs Commission (VAC) meets the second Thursday of each month from 6 PM to 7:30 PM. When conditions permit, meetings are held face-to-face at City Hall. When circumstances require (e.g. weather, health), meetings are held virtually using the city’s WebEx system. These are open meetings, and you can expect members of the public to attend. If a Commissioner is unable to attend, they must notify the VAC chairperson or the City Liaison. Commissioners will receive a read ahead package via email on the Monday before the meeting – please review all the material and come to the meeting prepared to discuss the items on the agenda.

2-2. Subcommittee Meetings: VAC subcommittees hold meetings as necessary. Commissioners who are a member of the subcommittee will be asked to attend these meetings. If unable to attend a subcommittee meeting notify the subcommittee chairperson.

2-3. Annual Planning Session: The VAC may hold an annual, day-long planning offsite which Commissioners are expected to attend. If unable attend this session notify the VAC chairperson.

**3. Projects**

The VAC conducts various projects and as a commissioner, Commissioners are expected to participate in at least one.

**4. Communication**

4-1. Among Commissioners*:* Official communication among VAC commissioners is limited by the Colorado Sunshine law. No more than two commissioners can communicate without the meeting/communication being open to the public. Public meetings must be posted in advance. This means that Commissioners can email, call or meet with one Commissioner at a time. Contact the Chairperson if there is a need for a meeting with more than one, please contact the VAC Chairperson. Commissioners may communicate with or meeting one-on-one with other Commissioners.

4-2. With City Council: Commissioners are encouraged to work with members of the City Council, especially the person who represents your Ward. Normally, the chairperson and vice chairperson work with the Mayor. After each VAC meeting, the chairperson sends an email update to all City Council members including the mayor.

4.3 With City Staff: If a Commissioner needs to contact a City staff member, please work through the VAC Chairperson and the designated city liaison staff.

**5. Working Instructions**

The Commission has adopted a number of working instructions. Commissioners are expected to read them and ask questions as necessary.

**6. Your Commitment**

Once sworn into office at a City Council meeting, the VAC depends on your engagement with the Commission. If a Commissioner finds that they are over extended and need to cut back on your involvement, please talk with the VAC Chairperson.