

Working with Citizen Advisory Boards and Committees

UNC School of Government

19 April 2024

Location: **Piedmont Triad Council of Governments, Kernersville, NC**

Learning Objectives

- ✓ Examine the purpose of Citizen Advisory Boards (CABs), operational needs and challenges
- ✓ Map the system of relationships which guide CAB work and outputs
- ✓ Assess ways to prepare and support CAB members
- ✓ Understand the legal framework of CABs
- ✓ Design measures of CAB effectiveness based on participants' goals

8:30 Registration

9:00 Introductions and framing

- Review learning objectives
- Why CABs?
- “Flow Chart” for CABs
- Survey results

9:45 Motivations for volunteering

Improving Board Performance

10:30 Break

10:45 The legal framework for CABs - Bob Joyce, UNC School of Government

11:30 Assessing CABs

Key Afternoon Topics – polling participants

12:00 Lunch Break

1:00 Organizing the work

- Aligning with organizational priorities
- Clarifying roles and responsibilities
- Model policies

Break

- 2:00 Orientation, support for CAB leaders and members (Pracitioner Panel)
Trisha Hogan, Clerk to the Board of Commissioners, Transylvania County
Lindsay Ray, Intergovernmental Relations Manager, Chatham County
Sarah Gross, Deputy City Clerk, City of Asheville
- Sample Handbooks and training materials for CAC members
 - Value of citizens learning to act as board members, comply with laws
 - Staff-led internal assessment of CAB work and structure
- 3:00 Break
- 3:15 CAB – Staff and CAB – Elected Board relations
- “Flow Chart” and key questions
 - Participants’ experiences
 - Peer-to-Peer learning
 - Workshop Evaluation (+/Δ)
- 4:00 Adjourn

For CAB Workshop Materials, including supplemental materials from the booklet and materials from Transylvania County, Chatham County, Asheville, and more, go to:

<https://tinyurl.com/cabworkshop2024>