



## Join the LOC Board of Directors Appointed City Official Director Position 2023 Board of Directors

Serving on the League of Oregon Cities (LOC) Board of Directors (Board) is an opportunity for you to be a statewide leader shaping the actions of the LOC and state policy. The LOC is presently accepting applications for the 2023 Board of Directors. One of the open Director positions is for a city manager or administrator. If a member city does not have a position titled city manager or city administrator, the city recorder, provided they are appointed to their position by the city council, also constitutes an appointed position. Below you will find information about the Board, the open Appointed City Official Director position, and the process for submitting a statement of interest.

**Applications are due by 5:00 p.m. on July 29, 2022.**

### What is the LOC Board?

The LOC Board is the governing body of the League of Oregon Cities, an organization which provides cities what they need to build thriving communities through advocacy, training and information. Created in 1925 through an intergovernmental agreement of incorporated cities, the LOC is essentially an extended department of all 241 Oregon cities. The Board directs the affairs of the LOC, setting the organization's policies, priorities, positions, goals and outcomes.

There are 15 voting members on the [Board](#), and several non-voting members.

- Officers.
  - President.
  - Vice President.
  - Treasurer.
  - Immediate Past President.
  - Senior Appointed Official.
- 9 Elected Official Directors.
- 2 Appointed Official Directors.
  - Voting Appointed Official Director.
  - Non-Voting Appointed Official Director.
- Regional Representative Directors (only appointed if the region would otherwise be unrepresented on the Board during the calendar year).
- Past Presidents who continue to serve as an elected or appointed official.

### Who is eligible to serve in the open Appointed City Official Director position?

Persons serving in the capacity as a city manager or city administrator with a member city. If a member city does not have a position titled city manager or city administrator, the city recorder, provided they are appointed to their position by the city council, also constitutes an appointed position.

### What other qualifications or experience are beneficial for a city official considering serving on the LOC Board?

Board members have generally found it helpful to be acquainted with LOC programs and

services. Knowing area legislators, having the ability to attend all-day Board meetings, and generally being interested in taking an active part in LOC events and activities throughout the year are all beneficial.

### **How long is the term of office?**

The position is for a three-year term, beginning January 1, 2023 and ending December 31, 2025. For the first year of the three-year term, this position will be non-voting. During the second year of the term, the position will be able to vote. And, during the third year, the position will not only be able to vote, but will also be a member of the Board's Executive Committee.

### **What selection process is being used to fill this vacancy?**

If you are interested in this seat, you must apply for the position via a process established by and run through the Oregon City/County Management Association (OCCMA). The OCCMA will select who it believes to be the best candidate, and forward their recommendation to the LOC Nominating Committee.

Generally, the OCCMA Nominating Committee will review all submitted applications and make a recommendation to be considered at a special meeting of the OCCMA Board of Directors in September. The OCCMA Board of Director's desired candidate will be placed on the slate of candidates prepared by the LOC Nominating Committee and submitted to the membership for consideration and vote. Applicants should know that the LOC bylaws do allow for nominations from the floor of the Annual Business Meeting.

Membership in the OCCMA is not required for a person to serve on the LOC Board of Directors in this position.

### **What are the responsibilities of the Board?**

In accordance with the LOC's [governing documents](#), Board members have the following collective and individual responsibilities.

- General Governance Responsibilities.
  - Determine and support the LOC's vision, mission, and strategic plan.
  - Select and support the Executive Director.
  - Ensure adequate revenues and approve a budget for effective management of the revenues.
  - Participate in LOC activities.
  - Determine, monitor, and strengthen the LOC's programs and services.
  - Review agenda and supporting materials prior to Board meetings.
  - Attend all Board and general membership meetings, including periodic meetings, and notify the President and Executive Director of any planned or emergency absence and the reason for it.
  - Serve on LOC committees as needed and offer to take on special assignments.
- Ethical Responsibilities.
  - Adhere to the requirements of the Oregon Governments Ethics Law, ORS Chapter 244.
  - Perform Board duties in good faith to promote the best interests of the LOC.
  - Disclose potential and actual conflicts of interest prior to voting on any matter before the Board.
- Communication Responsibilities.
  - Facilitate two-way communication between LOC and city officials within your sphere of influence.

- Assume responsibility for interpreting Board policy to the LOC membership.
- Ensure the LOC speaks with “one voice” once the Board has made a decision.
- Seek out city officials who have the potential to strengthen the LOC and encourage their participation in the LOC.

## What are the expectations of Board members?

Board members are expected to attend all meetings, of which there are historically five per calendar year. Generally meetings occur during the following months: January/February; April; June; October; and December. Meetings typically begin around 9:00 a.m. and end in the late afternoon. Hybrid capabilities exist for Board meetings for those members who cannot travel. A Board dinner is generally held in coordination with the meeting itself, sometimes the dinner occurs the night before the meeting and other times it occurs immediately after the meeting concludes. The LOC covers all travel expenses related to attending Board meetings.

Meeting dates and locations for calendar years 2023, 2024, and 2025 are still being developed.

Board members are also expected to attend major LOC events. Of particular importance are the Spring Conference, Annual Conference, and in odd-numbered years City Day at the Capitol. During the term of the open position, the following major events are presently scheduled:

- 2023 City Day at the Capitol, January 25 (Salem);
- 2023 Spring Conference, April 25 – 26 (Seaside);
- 2023 Annual Conference, October 16 – 19 (Eugene);
- 2024 Spring Conference, April 26 – 27 (Klamath Falls);
- 2024 Annual Conference, October 16 – 19 (Bend);
- 2025 Spring Conference, April 24-25 (Hood River);
- 2025 Annual Conference, October 1-4 (Portland).

While not required, Board members are strongly encouraged to participate in Small Cities meetings and any major LOC training events occurring in their [region](#). The LOC has created 12 regions of the state, with each region hosting quarterly [Small Cities meetings](#) and playing host to regional training events throughout the year. When possible, Board members are encouraged to attend these events.

## Does the LOC cover Board members' travel expenses?

In general, the LOC pays actual and necessary travel expenses incurred by Board members attending Board meetings. Covered expenses generally include mileage reimbursement, meals, and lodging.

The LOC does not automatically pay the expenses or the registration fees for Board members to attend major LOC events on the theory that as a city official, each Board member would already be attending the major events at the expense of their own city. However, recognizing that not all cities in Oregon have the financial capacity to send their officials to major LOC events, within each budget, the Board sets aside funds to ensure funding is not a barrier to a member attending a major LOC event.

Expenses incurred by the LOC on behalf of a Board member, along with direct reimbursements, are reportable on a member's Statement of Economic Interest. The LOC will provide all members with the information necessary to submit the required information.



5. What skills, experiences, perspectives and relationships would you bring to this leadership position that could support and advance the LOC?
  
  
  
  
  
  
  
  
  
  
6. What qualities would you bring to the LOC Board in terms of equity, diversity, and inclusion?
  
  
  
  
  
  
  
  
  
  
7. What are the LOC's current strengths and where is there room for improvement? How would you, if selected to fill the vacant Board position, enhance the LOC's existing strengths and provide support in those areas where improvement is needed?
  
  
  
  
  
  
  
  
  
  
8. If there is a representative from your city already serving on the LOC Board, what unique perspective would you bring to the Board?
  
  
  
  
  
  
  
  
  
  
9. Do you have the ability to attend LOC Board meetings, either in person or virtually, and major LOC events during the entire term of this position?

Email your completed form by **5:00 p.m.** on July 29, 2022 to:  
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Phone: (503) 588-6550  
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