



2021 WORK PLAN

OUR MISSION

Our mission is to support and energize our members and the profession in order to foster responsible, responsive local government with the objective of improving the sustainability and livability of Oregon communities.

OUR STRATEGIC GOALS

Our Strategic Plan has four goals which reflect our Mission:

- A. Provide professional development opportunities to our Members.
- B. Support our Members in the Profession.
- C. Provide outreach to foster diversity and inclusiveness of our Membership.
- D. Host the 2021 ICMA Annual Conference in Portland.

OCCMA carries out its Mission through programs and special activities conducted by the Board and a number of standing committees.

CORE BELIEFS (taken from Envision ICMA Strategic Plan – Adopted February 17, 2017)

1. **PUBLIC SERVICE:** including the stewardship of democratic principles and the efficient and transparent use of public resources;
2. **ETHICS:** as the core of professionalism in local government leadership and management as outlined in the ICMA Code of Ethics;
3. **COUNCIL/MANAGER FORM OF GOVERNMENT AND PROFESSIONAL MANAGEMENT:** as the preferred local government structure;
4. **EQUITY AND INCLUSION:** ensuring that local governments are inclusive and mirror the diversity in communities;
5. **THE CONTINUOUS PURSUIT OF EXCELLENCE:** including professional development, life-long learning, networking, capacity building, knowledge sharing, and engagement;
6. **STEWARDSHIP:** balancing resources including people, financial, social capital, and environmental so that communities are better than we found them; and,
7. **LEADERSHIP:** developing leadership capacity and attracting and developing future generations of leaders.

WORK PLAN

OCCMA carries out its Mission through programs, support services, and special activities conducted by the Board and a number of standing and ad hoc committees, with administrative support from the League of Oregon Cities. On January 29, 2021 the Board of Directors adopted a work plan for 2021. The letters in parentheses reference the goals(s) related to that work item. The 2021 OCCMA Work Plan is as follows:

A. OCCMA Board

A.1 Promote the council/manager form of government by creating a League of Oregon Cities conference workshop or program on the council/manager form of government. (B).

A.2 Restructure the Diversity, Equity, and Inclusion Committee to include responsibilities of the Veterans in the Profession ad hoc Committee, Academic Affairs Committee and Next Generation Committee with the restructured Committee establishing subcommittees for these functions.

A.3 Review membership categories used by OCCMA to develop future local government managers and assistants.

A.4 Review the OCCMA dues structure to provide opportunities to broaden membership in OCCMA, including consideration of agency dues and use of a progressive dues structure to encourage participation from smaller communities.

A.5 Conduct an inventory of existing regional manager meetings and explore establishing regional meetings in parts of the state that are currently not served by regional manager groups.

A.6 Develop and provide OCCMA branded items for use in promoting the benefits and membership in OCCMA. (B).

B. Nominating Committee

B.1 Recruit a diverse slate of candidates for the Board and president-elect reflective of the OCCMA community (C).

C. Ethics Committee

C.1 Develop a final policy for addressing ethics complaints for members who are ICMA members and for OCCMA members who are not ICMA members.

C.2 Review the list-serve policy as it relates to ethics.

D. Support for Managers Committee

D.1 Regularly promote senior advisor services and encourage members and non-members to avail themselves of these services. (B).

D.2 Work with the Board to review content of membership promotion and support material. (B).

D.3 Welcome newly appointed managers to the Association with a welcome package. (B,C)

E. Bylaws Committee

E.1 Develop written guidelines for scheduling billing and collection of dues by OCCMA. (B).

F. Audit Committee

F.1 Conduct a financial review of OCCMA financial statements. (B).

G. Professional Development Committee

G.1 Utilize the draft PDC guidelines as a basis for conference planning in 2021, and review and revise the draft policy guidelines to reflect operational best practices for future conference planning. (A).

G.2 Provide an opportunity at the conference to promote ethical local government management based on the ICMA Code of Ethics and Oregon Government Ethics. (A).

G.3 Work with county managers to consider the development of a proposed county track of training opportunities at the conferences. (A).

G.4 Focus on utilization of diverse and inclusive professionals to present at our conferences and engage with OCCMA. (A, C).

G.5 Review the 2020 OCCMA membership survey to develop programming for the 2021 Summer Conference and Fall Workshop.

H. Diversity, Equity, and Inclusion Committee

H.1 Creation of an OCCMA Statement of Belonging.

H.2 Encourage strong partnerships with affiliate groups and create a formal path for partnership with OCCMA.

H.3 Development of Training & Inclusion Opportunities.

I. Communications (ad hoc)

I.1 Produce a quarterly newsletter with articles on ethics, promotion of professional development opportunities, and diversity, equity and inclusion initiation opportunities for the profession, including a list of regional managers' meetings and contacts for those groups. (B).

J. Host Committee (ad hoc)

J.1 Be prepared to hold an in-person ICMA conference in Portland October 3-6, 2021.

J.2 Educate Oregon managers about the 2021 ICMA conference, explore discounts for first-time attendees, scholarships and other programs that encourage managers from Oregon to be involved with this conference. (A,D)

K. Northwest Women's Leadership Academy

K.1 Provide a curriculum in 2021 for academy cohorts through OCCMA through the support agreement with LOC.

K.2 Review support needs and governance structure as it relates to OCCMA.