

**COUNTY OF LOS ANGELES
QUALITY AND PRODUCTIVITY COMMISSION**



Administrative Policy Manual

Policy No.: 1.0

Approved: January 26, 2004

Distribution: Commissioners

SUBJECT: EXECUTIVE COMMITTEE CHARTER

PURPOSE: To establish the Membership, Role, Responsibilities and Procedures of the Executive Committee.

CHARTER: The Executive Committee is responsible for the internal governance of the QPC. The Committee executes the strategic direction of the Commission, evaluates progress of committees and recommends committee assignments. The Committee is also responsible for taking actions that need decisions between Commission meetings later to be confirmed by the full Commission.

MEMBERSHIP: Membership consists of the Officers of the Commission: Commission Chair, 1st Vice Chair, and 2nd Vice Chair. The immediate past QPC Chair shall be a member, if available. The Executive Director is an ex-officio member. The Committee meets twice per year, or more frequently as required.

RESPONSIBILITIES:

1. Respond to Board directives and concerns, such as building coalitions or collaborating with other governmental agencies in the area of quality and productivity.
2. Provide liaison with other organizations such as the Citizens Economy and Efficiency Commission and others as the opportunity may arise.
3. Prepare agendas for QPC meetings.
4. Allocate issues to appropriate committees and task forces for consideration.
5. Handle operational issues such as personnel, office arrangements, etc.
6. Assign a representative to occasionally attend meetings of the Productivity Managers' Network in order to support the Network's programs.

7. The Commission Chair and other Commission members as appropriate meet monthly with the CAO to evaluate the activities of the Commission in relation to the County Strategic Plan and explore additional tasks and activities that support the Plan and also conform to the Commission's mission.
8. Help identify candidates for Commission position vacancies.