

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



Administrative Policy Manual

Policy No.: 2.0

Approved: February 28, 2005

Distribution: Commissioners

SUBJECT: LEADERSHIP RESPONSIBILITIES OF THE COMMISSION OFFICERS

PURPOSE: To establish Commission Leadership Responsibilities

RESPONSIBILITIES OF THE CHAIR:

1. Provide executive leadership to the QPC
2. Prepare Commission agendas in consultation with Executive Director
3. In conjunction with the CAO, recommend to the Board of Supervisors appointments to the Commission
4. Appoint the Chair of the Nominating Committee
5. Appoint Chair and Commissioners to Commission Committees and Ad Hoc assignments
6. Chair the Executive Committee and maintain communication with its members
7. Appoint a 2nd Vice Chair to the Commission, in the event of a vacancy in this office
8. Meet with the CAO to report progress in Commission activities and to advocate for the Commission's role within the County
9. Chair Commission events or appoint a representative to Chair Commission events; for example, PQA and Leadership Conference
10. Represent Commission before the Board of Supervisors and/or appoint a representative
11. Respond to Board of Supervisors requests
12. Represent Commission at various events or appoint a representative
13. Review QPC publications prior to distribution
14. Review and sign all correspondence on behalf of the QPC
15. Serve as spokesperson for the Commission

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16. Attend Executive and Policy Committee meetings
17. Attend other standing Committee meetings as desired as an ex-officio member
18. When attending Committee meetings, the Chair's attendance will count toward a quorum when ex-officio
19. Chair may vote on any Committee
20. Address new issues internal or external that are not within the purview of Commission Committees and present recommendations for action to the Commission

RESPONSIBILITIES OF THE 1ST VICE-CHAIR:

1. Assume the responsibilities of the Chair in the Chair's absence or as needed
2. Assume the Chair's position when Chair's position becomes vacant
3. Serve on the QPC Policy and Executive Committees
4. Serve in one of the following capacities:

Chair of the Department Visit Committee
Liaison to the Productivity Manager's Network
Member of the Productivity Investment Board

RESPONSIBILITIES OF THE 2ND VICE-CHAIR:

1. Assume the responsibilities of the 1st Vice Chair in the 1st Vice Chair's absence or as needed
2. Assume the responsibilities of the Chair in the 1st Vice Chair's and the Chair's absence or as needed
3. Assume the 1st Vice Chair position when the 1st Vice Chair's position becomes vacant
4. Serve on the QPC Policy and Executive Committees
5. Serve in one of the following capacities:

Chair of the Department Visit Committee
Liaison to the Productivity Manager's Network
Member of the Productivity Investment Board