

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



**Administrative Policy Manual**

**Policy No.:** 3.0

**Approved:** March 15, 2004

**Distribution:** Commissioners

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**SUBJECT:** COMMISSIONER PARTICIPATION POLICY

**PURPOSE:** To establish Commissioner Expectations for Participation.

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**ROLE:** Members of the Quality and Productivity Commission are selected from the private sector and bring their individual contacts, qualities and expertise. Commissioners serve as a creative force and offer support to projects and programs working with all County departments and Commissions. In addition to sharing individual expertise and knowledge, each Commissioner is expected to participate in Commission activities in support of and commitment to excellence in government.

**ANNUAL RESPONSIBILITIES:**

1. Attend a minimum of six Commission meetings, and notify the Quality and Productivity office if unable to attend a meeting of the Commission
2. Participate in a minimum of three departmental visits or participate in other equivalent Commission activities as assigned by the Chair
3. Attend a minimum of three PQA Top Ten visits
4. Subsequent to a Department Visit, provide input to the Lead Commissioner and assist the Executive Director in the preparation of the Site Visit report
5. Participate on a minimum of two Committees
6. Participate in recognition of awards for County departments and Commissions, which may include, but are not limited to, such activities as: departmental award ceremonies and the annual PQA Awards event