

SUBJECT:**ORIGINATING DEPARTMENT:**

Duties and Responsibilities of Advisory Board, Advisory Councils, Friends and Other Support Groups Affiliated with Divisions within the Department of Community Services

**Department
Community Services**

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POLICY:

Divisions within the Department of Community Services are affiliated with a number of groups which have distinct and separate roles in the provision of quality services to the citizens of Citrus County.

DEFINITIONS:

Advisory Board: Citizens representing the community appointed by the Board of County Commissioners who together are responsible for providing input to staff and the Board by advising regarding issues relevant to the community's service needs.

Advisory Council: Citizens, representing the community, appointed by staff, who are responsible for guiding programs which serve community needs by advising staff in matters relating to these programs.

Friends and other Support Groups: Not for profit private organizations whose members value the respective services and who volunteer their time, talents, funds and efforts because of those beliefs.

PROCEDURE:

The responsibilities of each of the above are as follows:

Advisory Board

- a. Reviews and advises the Governing Board on the long and short range plans and policies submitted by a Division Director and/or staff liaison. Advises on course of action and time schedule to implement those plans.
- b. Reviews budget and recommends changes if deemed necessary.
- c. Serves as a link between the Division/Section and the community, interpreting and upholding policies adopted by the Governing Board.
- d. Studies topics of concern to the Division/Section; stays informed of the Division's/Section's progress and issues through the Director's/Section's reports, usage statistics, and communications with citizens.

Advisory Council

- a. Reviews and advises on the long and short range plans and polices prepared by staff. Advises on course of action and time schedule to implement those plans.
- b. Reviews budgets and recommends changes if deemed necessary.
- c. Serves as links between Divisions or programs and the community, upholding policies adopted by the Board of County Commissioners.

- d. Studies topics of concern. Keeps in touch with Division or program progress and problems through staff reports, usage statistics, and communications with citizens.

Friends and other Support Groups

- a. Conducts fundraising and related events to generate community support for services in Citrus County. When acting on behalf of the Division, all activities of the Friends will be in accordance with the policies, procedures, goals and objectives established by the Governing Board.
- b. Contributes funds, equipment, etc. to supplement what cannot be provided in the budget and with regard to the needs determined by the Division or program staff.

FOOTNOTES & REFERENCES TO RELATED AR's: Supercedes: AR 12.07 dated August 9, 1988; AR 12.07-1 dated July 28, 1998, AR 12.07-2 dated January 13, 2015