

AGENDA NOTE - HRPDC QUARTERLY COMMISSION MEETING

ITEM #4: COMMISSION MEMBER HANDBOOK

SUBJECT

The HRPDC staff has produced a Commission Member Handbook to address the need for Commissioner orientation.

BACKGROUND

For a number of years, the HRPDC staff has provided orientation to new Commissioners on an ad hoc basis through individual briefings, occasional groups briefings, when there a number of new Commissioners arriving at one time and through mailings to new Commissioners. To facilitate the orientation process and to provide all HRPDC Commissioners with a ready reference to basic information about the HRPDC, the staff has produced a Commission Member Handbook for the HRPDC. The Handbook briefly describes the HRPDC, its statutory mandate, funding, scope of activities and relationship to the HRTPO. The Handbook includes the following sections:

Introduction Section 1
Regional Cooperation Act Section 2
Relationship Between HRPDC and HRTPO Section 3
Membership Section 4
Charter and Bylaws..... Section 5
Staff Contacts..... Section 6
Meetings Section 7
Agendas..... Section 8
Committees Section 9
ProgramsSection 10
CommunicationsSection 11
Financial Statement.....Section 12
Freedom of Information ActSection 13
VAPDC InformationSection 14

Enclosure – Commission Member Handbook

RECOMMENDED ACTIONS

Approve the HRPDC Commission Member Handbook