

BOARD OF DIRECTORS EVENTS

I. PURPOSE:

The following guideline establishes policies and procedures for staff actions at an event that involves the Mayor and Board of Directors.

II. RESPONSIBILITY:

- A. The City Department hosting the event will be responsible for forwarding the information to the Board of Directors Administrative Assistant, who will invite Board Members to attend.
- B. The Communications & Marketing Manager will contact all media to announce the event.
- C. The City Manager's Staff will remind Board Members of the event. The City Manager's Staff will maintain a City-Wide Board of Directors Event Calendar noting dates and times that the Board of Directors are expected or requested to attend.
- D. The Mayor's Administrative Assistant (if the Mayor is involved) will be responsible for confirming the Mayor's attendance and placing the event on the Mayor's calendar.
- E. The City Manager, together with the host or sponsor Department, will identify needed staff, supplies and support for the event and for elected officials planning to attend the event.

III. POLICY:

All requests for attendance of the Board of Directors at City-Planned Events will be made in the following manner:

- A. The planner of the event will contact the Board of Directors Administrative Assistant to confirm Board Members attendance at the event. The planner will then contact the City Manager/and or the Assistant City Manager, City Manager's Staff, Mayor's Administrative Assistant, Board of Directors Administrative Assistant, Communications & Marketing Manager and LRTV Coordinator.
- B. The Communications & Marketing Manager will contact the media to confirm attendance and participation at the event. A press release will be

distributed to all media, and the Communications & Marketing Manager will assist with the event media strategy.

- C. The City Manager's Staff will be responsible for reminding the Board Members and placing the event on the Master City-Wide Board of Directors Event Calendar. In addition, staff will be the point-of-contact for further details provided to the Board of Directors regarding the event.

Approved:



Bruce T. Moore
City Manager