





**San Mateo County  
government protects and  
enhances the health,  
safety, welfare, and natural  
resources of the  
community; and provides  
quality services that benefit  
and enrich the lives of the  
people of this community.**

**SAN MATEO COUNTY MISSION  
STATEMENT**

- Improve the quality of life and well-being of lesbian, gay, bisexual, transgender, and queer (LGBTQ) residents of San Mateo County.
- Champion the arts as essential for a healthy and vibrant community by shaping innovative cultural policies, creating inclusive and diverse programming, investing in the creative economy, and ensuring access to arts and culture for all.
- Ensure full community participation of people with disabilities.
- To provide recommendations to help develop and improve viable communities by providing decent housing and suitable living environments and expanding economic opportunities principally for persons of very low to moderate income

# Each Board/Commission Has a Purpose Statement

- Bring greater recognition and visibility to the LGBTQ community in San Mateo County by supporting such events as the County's Pride celebration.
- Reduce harassment and bullying of LGBTQ youth in local middle schools and high schools.
- Develop policy recommendations to improve outcomes for underserved and at-risk segments of the LGBTQ population, including youth, communities of color, non-English speakers, seniors and immigrants.
- Promote transgender inclusion among private and public entities in San Mateo County including access to health care and to gendered spaces such as bathrooms and shelters.
- Recommend initiatives to support LGBTQ families with children.
- Take positions pertaining to federal, state and local policies, programs and procedures, and any legislation affecting LGBTQ individuals.

The Commission will meet at least six times a year, implement a yearly work plan, and provide recommendations to the Board of Supervisors at least once a year.

## The Responsibilities of Membership

Board and Commission members perform a variety of tasks and are responsible for staying informed, complying with established policies and regulations and providing high-quality service to County government and the greater community.

**Some of the duties you will be expected to perform as a member of a Board or Commission are included below. Trainings on a number of topics listed will be provided to you.**

- Attending meetings regularly
- Learning the function of the Board or Commission on which you serve, and working collaboratively with board and staff liaisons
- Familiarizing yourself and ensuring compliance with regulatory statutes such as the Brown Act and the Public Records Act
- Acting responsibly and efficiently when using County assets, including personnel, time, property, equipment and funds
- Maintaining the highest ethical standards
- Respecting the voice and spirit of your Board or Commission peers and the community you serve
- Developing a deeper bond or relationship with your community
- Being an active member of a collaborative effort to serve the community good
- Advancing the goals of the Board or Commission
- Bringing an equity lens into the makeup, priorities and recommendations of the Board or Commission

## Here are some ways in which member groups produce a product and make a contribution:



All participants arrive on time and prepared



There are clear ground rules/group agreements that all agree to honor



Agenda is written and shared



Physical environment is comfortable and seating assigned – members are identified by name placards/tents



Meetings start and end on the times agreed on by the group



All participants contribute



Process advances smoothly and remains focused



Outcome is clear to all



Work to be accomplished is defined



Laughter and fun are encouraged

# So Many Invitations



Boards and Commissions are groups of local residents who address a specific area of interest with the expertise and lived experience they possess. We serve the county by gathering and analyzing information, inviting public input, and recommending options to the Board of Supervisors.



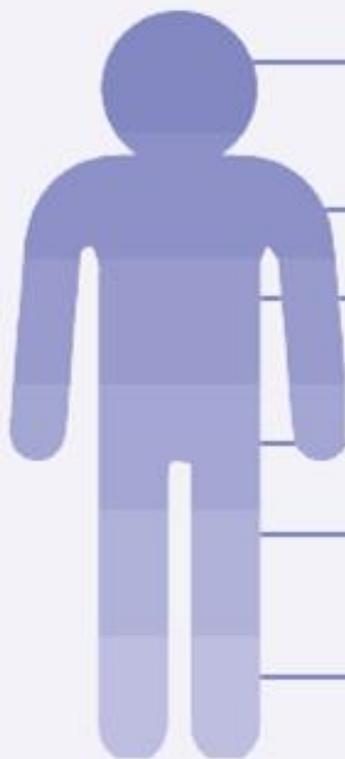
**Boards and Commissions do not make policy decisions, manage or direct programs, commit County resources, or take an official position that has not been approved by the Board of Supervisors.**



- DO Hand Out Your County Business Cards
- DO Tell People YOU Are Part of THEIR Government
- DO Attend Events and Wear Your Commissioner / Board Badge
- DO Amplify the Work Being Done by the County
- DO Listen to People
- DO Connect People to County Resources That Can Be Helpful

## Chair

As group leader, the chair is responsible for following established directions and goals, and if needed, suggesting updates or modifications to the directions and goals.



**Provides** an inclusive, supportive environment for group members.

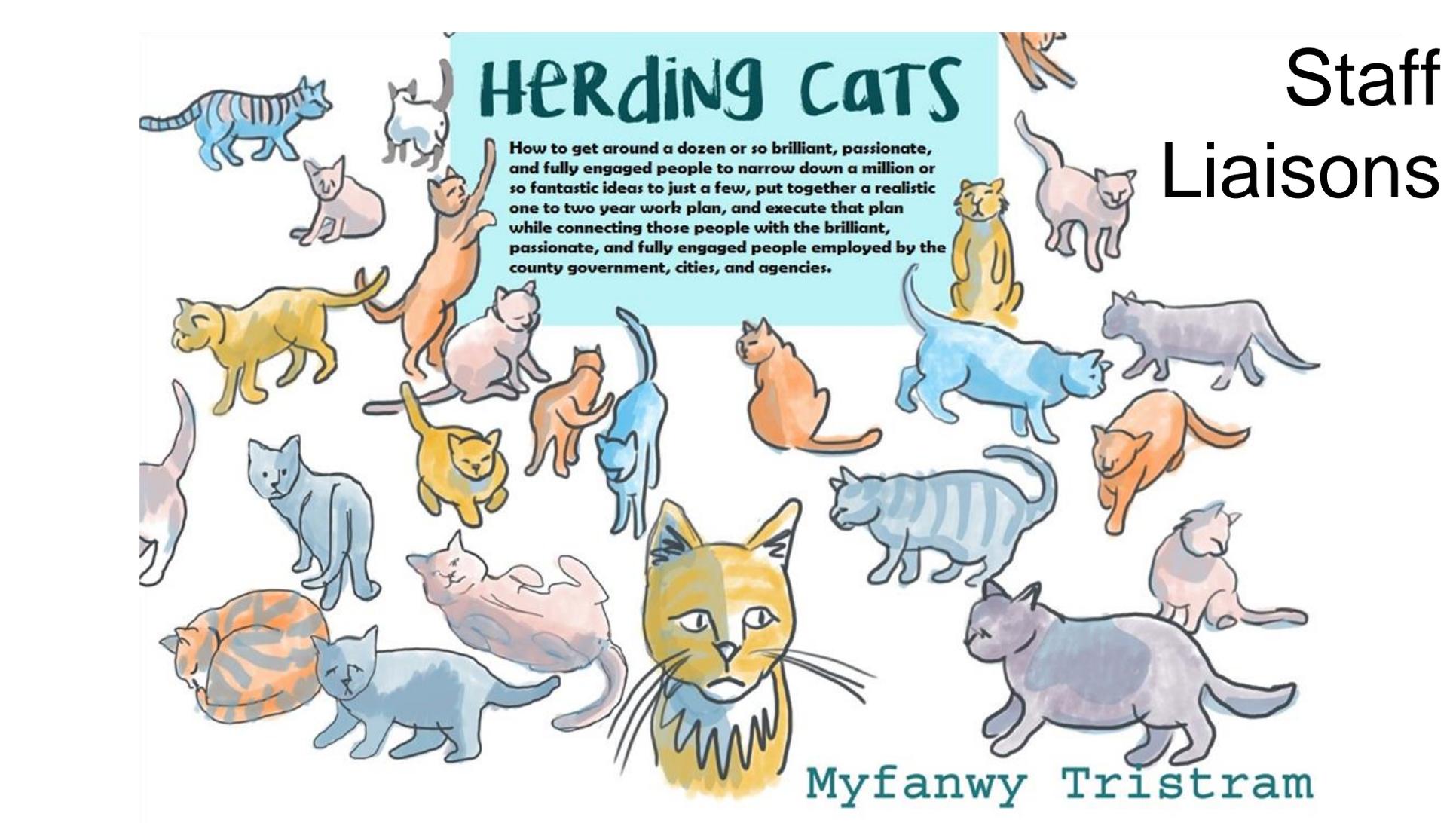
**Coordinates** activities of sub-committees.

**Ensures** that agendas are developed, shared with the group and modified as needed.

**Sets** the tone and pace for the group.

**May share** the role of meeting preparation with the staff liaison.

**Usually represents** the group in other settings.



# HERDING CATS

How to get around a dozen or so brilliant, passionate, and fully engaged people to narrow down a million or so fantastic ideas to just a few, put together a realistic one to two year work plan, and execute that plan while connecting those people with the brilliant, passionate, and fully engaged people employed by the county government, cities, and agencies.

# Staff Liaisons

Myfanwy Tristram

## Roles of County Staff



**Staff Liaisons:** Staff liaisons work for the County Department or Agency that houses the Board or Commission. They are a Board or Commission's biggest resource. These individuals help coordinate Board and Commission activities through providing administrative support, sharing subject-matter expertise and liaising between County staff and the Board or Commission. Staff liaisons work to welcome and train new Board or Commission members, update their websites, spearhead recruitments and much more.



**Board Liaisons:** Board liaisons are staff members for the County Board of Supervisors. They ensure communication between the various Boards and Commissions and our Board of Supervisors. Nearly all Boards and Commissions are assigned to a Supervisor. The Boards and Commissions with Board member assignments are listed on the annual "[Board of Supervisors' Committee Assignments and Responsibilities](#)" memorandum. Board liaisons assist their Board members with application review and the interview process when vacancies arise on Boards and Commissions. They also can act as a conduit of information between their Supervisor and a Board or Commission by attending meetings and building relationships with County staff liaisons and Board and Commission members.

- Completed Countywide Wellness Survey
- Used Data To Help Get Two Years Funding from State for LGBTQ Pride Center
- Supported Pride Celebrations in Central Park and at the SM County Fair
- Supported Transgender Day of Remembrance and Visibility Events
- Got EVERY City and Town in the County to Fly Rainbow or Progress Flags During Pride Month
- Created a Gender Neutral Bathroom Resource Page for County and Businesses
- Got LGBTQ Services Listed in San Mateo Resource Directory
- Got LGBTQ Issues Incorporated into County Legislative Agenda
- Recommended County Sign Onto Amicus Brief to Supreme Court in Landmark Case Affirming LGBTQ People ARE Protected by the Civil Rights Act of 1964

LAW

## Supreme Court Delivers Major Victory To LGBTQ Employees

June 15, 2020 · 10:19 AM ET



