



# The San Diego LGBT Community Center

## Community Advisory Committee (CAC) Role Description

*Expanded Role Description to be provided to CAC members.*

### Purpose

The purpose of the Community Advisory Committees (CACs) is to support the programs & services of and advance the mission of The San Diego LGBT Community Center (The Center). Each program at The Center will have a functioning CAC for clients and community members to take part in – including, but not limited to, Senior Services, Latin@x Services, Black Services, Youth Services, and Transgender and Nonbinary Services. The Center's CACs serve as partners in the work of The Center's program staff, give voice to the community they serve, help inform the crafting of a program that meets the current and emerging needs of clients and community members, and assist with improving program efficiency. CACs are crucial in making sure the programs at The Center serve the community effectively, and that diverse voices and experiences are represented in the planning process, formation of goals, and feedback.

### Roles & Responsibilities



- **Regularly attend CAC meetings** – Provide expertise, feedback, and suggestions to The Center's programs & services staff at monthly CAC meetings.\*



- **Help The Center Maintain Diverse Representation** – CAC Members should work with Center staff to bring as many diverse voices to the CAC discussions as possible. CAC members are encouraged to help Center staff identify and recruit a diverse CAC membership.



- **Active Program Involvement** – All CAC members must regularly participate in the events, activities, and support groups of the specific program they serve.



- **Serve as a Volunteer Center Ambassador** – CAC members are volunteer leaders in the community and serve as community ambassadors, therefore are expected to complete The Center's official volunteer process. Application Process:

<https://thecentersd.org/volunteer/>



- **Active Engagement in Work** – Between meetings, commit to and follow-through on assignments as agreed upon with the CAC.

### Term Limits

Each CAC member will commit to a 2-year term, renewable up to 3 times (for a total of 6 years of consecutive service). It is vital to consistently introduce new voices and perspectives to each CAC. Community members may take part in several different program CACs simultaneously but must complete the application process separately for each committee. CAC chairs and deputy chairs will commit to serve a 2-year term in their role.

### \*Leave of Absence

*On rare occasions, circumstances arise that temporarily prevent a CAC member from being able to conduct their CAC responsibilities. In such time-limited circumstances, a CAC member may wish to request a leave of absence from The Center's CAC.*



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### **Process of Joining a Community Advisory Committee**

All applications from interested community members are reviewed by a Center Staff representative and the program's CAC Chair. Application decisions are made collaboratively, with the final selection made by the Center Staff representative.

- 1** Decide on the program you are interested in supporting as a CAC member and assess if you have the capacity to contribute the above roles and responsibilities. Please be sure the following are true:
  - You are an active Center Volunteer & have completed the volunteer process.
  - You are an active participant in the program's activities/events/groups, which means attending at least two activities/events/groups a month in the last six months, not including CAC meetings.
  - You are a representative of the clientele whom the program serves or is seeking to serve.
- 2** Complete an application form for the CAC online or on paper and submit it to the appropriate program Center Staff representative.
- 3** The Center Staff representative & CAC Chair will meet monthly to review applications. They will look at the current demographics of the CAC, assessing the diversity of the committee, including community, professional, and lived experience.
- 4** If accepted, the Center Staff representative will issue a "welcome letter" via email, mail, or in person. If not accepted, the Center Staff representative will work with the applicant on other possible volunteer opportunities.
- 5** New CAC members will attend the following month's CAC meeting.

This process can take up to 8 weeks depending on when the application is submitted. During the organization's busy season, applications will not be reviewed – for the months of December and January.