



RECEIVED

AUG 17 2009

SAN LORENZO VALLEY
WATER DISTRICT

MEMORANDUM

TO: CSDA Members

FROM: Arlene Schafer, CSDA President

DATE: August 21, 2009

SUBJECT: 2010 CSDA Committee Participation

CSDA's strength and effectiveness as an organization is directly related to our ability to involve the Board *and* members in the work of the Association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California are critical components of CSDA's success.

Your committee involvement as a member of CSDA is crucial to the success of CSDA activities and the development of CSDA policies. With this in mind, we are asking for volunteers from your district (staff and/or Board members) to participate and contribute on one of our committees to assist in shaping CSDA.

If you or any others from your district would like to fulfill your duty as a member of CSDA, please review and complete the form included with this letter. Committees need active participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. CSDA does not reimburse for committee related travel expenses.

Please return the attached form by 5:00 p.m. on Friday, October 9, 2009. The selection and ratification of CSDA's 2010 committees will take place in November and selected participants will be notified by the end of November 2009.

Thank you for your continued support of CSDA.

California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.CSDA (2732)
t: 916.442.7887
f: 916.442.7889
www.csdanet

A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll free 800 537 7790
f 916.231 4111

CSDA Finance Corporation
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free 877 924 CSDA (2732)
f 916 442 7889

California Special Districts Association

**2010 COMMITTEE AND VOLUNTEER
INTEREST FORM**

Please make additional copies for each participant.

We hope your District will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of all its member agencies on CSDA's committees. As space is limited, please choose more than one committee on which you would like to participate, and please rank according to preference:

1 = 1st choice
2 = 2nd choice
3 = 3rd choice

NOTE: All committees meet in person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

_____ **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks.
Commitment: Meets with auditors prior to the commencement of the audit and when audit is completed. Possibly one meeting during the auditing process.

| _____ **Education Committee:** Plans, organizes and directs the education, conference and other events of the Association. Commitment: Meets quarterly.

_____ **Elections & Bylaws Committee:** Conducts annual elections and member votes for any proposed bylaws change. Reviews bylaws upon request of the CSDA Board or members. Commitment: Minimum of one meeting in Sacramento.

_____ **Fiscal Committee:** Oversees the financial direction of the organization, including budget review and implementation. Commitment: Generally meets 4 times each year.

_____ **Legislative Committee:** Development of CSDA's legislative agenda; review, direction and assist with legislative/public policy issues. (Seats are limited.)
Commitment: Meets seven times a year beginning in February and concluding in October. All meetings are conducted in Sacramento.

_____ **Membership & Recruitment Committee:** Responsible for recruitment of new members, member retention and re-attraction activities; recommends new members to be admitted to CSDA. Commitment: Meets quarterly.

_____ **Planning Committee:** Provide input for the future of CSDA and review and monitor planning documents on a regular basis. Commitment: Meets as needed. At minimum once each year.

_____ **Special Task Forces:** Periodically it is necessary to assemble a task force of members knowledgeable in a certain area to help respond to a particular challenge or to review and advise on a new program or service (i.e. LAFCO, local government reorganization, etc.) Commitment: This committee does not have regular meetings, you are called upon as needed for special projects.

Committee membership is open to both Board members and Staff. **Please note that the Association does not reimburse any expenses incurred from this participation.**

CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through conference calls, webinars, fax correspondence and e-mail; however, committees do meet at least two times a year in person on average.

Name: _____

Title/Position: _____

District/Organization: _____

Business Address: _____

Contact Address: _____

Telephone: (Dist) _____ (contact) _____

FAX (Dist): _____ Fax(contact): _____

E-mail: (contact) _____

*Signature: _____ Date: _____

***Either the District/Company General Manager or Board President must sign form**

Please return this completed form to Diana Zavala at CSDA
by mail, fax (916) 442-7889 or email (dianaz@csda.net)
before 5:00 p.m. on Friday, October 9, 2009

CSDA * 1112 I Street, Suite 200 * Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSDA * www.csda.net