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SAN LORENZO VALLEY
WATER DISTRICT

Memorandum

TO: Member Agency Board Member and Staff

FROM: John Fox, CSDA President

SUBJECT: 2007 CSDA Committee Appointments

DATE: October 10, 2006

CSDA relies on the participation of our membership in order to guide the Association. As a member of CSDA, your Committee involvement is crucial to the success of activities and the development of CSDA policies. With this in mind, we're asking for your contribution on one of our committees to assist in shaping CSDA.

Committees need active participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. To fulfill your duty as a member of CSDA, please review and complete the form included with this letter.

CSDA's strength and effectiveness as a voice for all special districts is directly related to its 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 the critical components of CSDA's success.

I urge you to review the list of committees available to which you can lend your expertise. The ratification of CSDA's 2007 committees will take place at the CSDA Board meeting in January 2007. The selected participants will be notified shortly after the January Board meeting.

I look forward to working with each committee this year.

John Fox
President

California Special Districts Association

2007 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.

_____ **Education Committee:** Plans, organizes and directs the education and public relations programs. Commitment: Meets quarterly.

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

_____ **Finance Corporation:** Serves on the Board of Directors of the CSDA Finance Corporation and oversees the finance programs of the Corporation. Commitment: Meets on a quarterly basis, and as needed. Generally meets in person in Sacramento, or other designated location.

_____ **Fiscal Committee:** Oversees the financial direction of the organization, including budget review and implementation. Commitment: Generally begins meeting in June to discuss budget for the following year.

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

_____ **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. NO Conference calls.

_____ **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:** Develop a plan for the future of CSDA and shall review and monitor planning documents on a regular basis. Commitment: Usually meets with the Fiscal Committee.

_____ **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.)

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, fax correspondence and e-mail, however, committees do meet at least two times a year in person.

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 Paul Spitale at CSDA either by fax ((916) 442-7889) or email (pauls@csda.net) by Monday, December 11, 2006.