



## VOLUNTEER BOARDS & COMMITTEES STATEMENT OF ROLES AND RESPONSIBILITIES

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Your committee or board is appointed by and serving the pleasure  
of the Astoria City Council

**All members shall:**

- Carry out any and all lawful duties assigned to them by the Astoria City Council.
- Familiarize themselves with the applicable state laws, local ordinances and Volunteer Committee Code of Conduct
- Timely attend all meetings, except in such cases of illness or when the Chair has approved a request to be absent prior to the meeting.
- Hold themselves to the Code of Conduct as defined within the Volunteer Board/Committee Handbook.
- Prepare for meetings by fully reviewing agenda packets, staff reports and materials provided by staff.
- Consider input from any and all social, economic and demographic groups within the City of Astoria and promote balanced and factual discussion.
- Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.

*The undersigned confirms they have read the Volunteer Boards & Committees Handbook and acknowledges receipt and commitment to fulfill the roles and responsibilities*

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Signature

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Date