

# **NEIGHBORHOOD and COMMUNITY ENGAGEMENT COMMISSION Policies and Procedures Manual Task Force**

*Established February 26, 2013*

## **Purpose:**

The Task Force will draft a manual of policies and procedures for operation of the Commission.

## **Charge/Deliverables:**

- A policies and procedures manual.

## **Membership:**

- The Task Force will be comprised of the following members:
- NCR staff member(s) participate as active members of the task force on topics related to implementation details to be performed by the NCR department, if any.

One commissioner from the task force members will be identified to work with staff on convening the first meeting. Pursuant to NCEC Bylaws, at the first meeting the task force may select a permanent meeting facilitator or chair for this task force (per NCEC Bylaws).

## **Duration/Anticipated time commitment:**

- March 2013 through June 2013.