

The Roles of Neighborhood Councils, Budget Representatives and Budget Advocates

Neighborhood Councils (NCs) are responsible for:

- appointing or electing two (2) Budget Representatives pursuant to their Bylaws
 - ** in the event two Budget Representatives are not designated, the Treasurer and then the President serve as de facto Budget Representatives
- placing a Budget Advocate report on each agenda with the electeds (if no Budget Advocate is in attendance, one of their Budget Representatives will report on Budget Advocate activities during the previous period)
- encouraging board members and stakeholders engage with the Budget Advocates in areas of interest and/or expertise
- facilitating Budget Advocate events and surveys by publicizing and actively encouraging board members and stakeholders to participate

Budget Representatives (collectively per NC) are responsible for:

- soliciting input from their NC and stakeholders on priorities in their area and suggesting ways to improve City services and efficiency, increase City income and reduce costs in a manner that is just for all stakeholders
- attending Budget Day, expressing the issues of concern to their NC and stakeholders, voting for Budget Advocates
- contacting one of the Budget Advocate co-chairs if cannot reach Budget Advocate for their Region or if have other concerns
- soliciting input from their NC and stakeholders on an ongoing basis as City political issues evolve and briefly communicating this to the Budget Advocates after their NC meetings
- ensuring a Budget Advocate report is on every NC agenda and speaking on behalf of their Budget Advocate if he/she cannot attend the meeting to report on Budget Advocate activities and concerns
- encouraging stakeholders to join the Budget Advocates on areas of their concern and/or expertise
- suggesting/self-nominating Budget Reps for the following Fiscal Year and helping advertise/solicit attendance at Budget Day 2019

Budget Advocates are responsible for:

- electing their executive officers
- attending twice-monthly Budget Advocate meetings
- learning about how the City's finances work (starting with attending Budget Day) and researching applicable information as needed to prepare for meetings
- if a first-time Budget Advocate, contacting one of the Co-Chairs to help facilitate your work and provide feedback
- if you have a City budget-related passion, suggesting it at the retreat as a project to pursue during the year
- committing to help coordinate/interview/draft and edit reports on City Department budgets for the White Paper in connection with aims of the Budget Advocates
- following up with Departments with recommendations
- reviewing and commenting upon reports and the White Paper
- helping develop the Budget Advocate survey to target concerns specific to this year's goals
- distributing any surveys and encouraging as many stakeholders to respond as possible to ensure the demographic spread and numbers to produce valid results
- working with the other Budget Advocates in your Region to connect with your Region's Budget Reps and reporting at their NC meetings
- working with the others in your Region to solicit stakeholders to help with Budget Advocate projects
- helping with presentations to the Mayor, City Council, and City Council committees as appropriate
- helping on other projects as needed
- promoting and producing Budget Day 2019