## Charlottesville Human Rights Commission Service

The intent of this document is to provide prospective Human Rights Commissioners a sense of what to anticipate should they be appointed by Council. Below is a general summary of duties held by Human Rights Commissioners, which may average 5 to 8 hours per month. This is not an exhaustive list, and duties may vary based upon the annual priorities of Council or the Commission. Applicants may to reach out to the Director of the Human Rights Commission with any additional questions: 434-970-3027 or humanrights@charlottesville.gov.

- Attending an initial orientation meeting that includes IT security training and opening a City email account (approximately 1.5 hours, one time).
- Regularly (at least twice weekly) checking a City email account and responding to requests for information and action (approximately 1 hour weekly).
- Attending monthly regular meetings of the Human Rights Commission (approximately 2 hours monthly).
    - The full Commission meets every third Thursday at 6:30pm
- Attending Commission work sessions (approximately 1-2 hours monthly).
    - Commission work sessions occur every first Thursday at 6:30pm
- Engaging in the review and editing of documents between regular meetings of the Commission and work sessions to further the work of the Commission (approximately 1-2 hours monthly).
- Attending community outreach and engagement events outside of regular monthly meetings and work sessions (approximately 1-2 hours, every 2-3 months).

## Charlottesville Human Rights Commission Annual Calendar

Actual activities may vary, but the table below presents a general summary of activities that occur throughout the year.

| Month | Activities |
|---|---|
| January | <ul><li>Officer Elections</li><li>Begin compiling HRC/OHR previous calendar year annual report</li></ul> |
| February | <ul><li>New Commissioner orientation</li><li>Finish HRC/OHR previous calendar year annual report</li></ul> |
| March | <ul><li>Start of new Commissioner terms</li><li>Commission Annual Planning Meeting (generally on a Saturday)</li></ul> |
| April | <ul><li>Freedom of Information Act (FOIA) and Conflict of Interest Act (COIA) training</li><li>Focus area expert panel outreach</li></ul> |
| May | <ul><li>Legislative agenda expert panel outreach</li></ul> |
| June | <ul><li>Focus Area Expert Panel</li><li>Present HRC/OHR previous calendar year annual report to City Council</li></ul> |
| July | <ul><li>Legislative Agenda Expert Panel</li></ul> |
| August | <ul><li>Finalize legislative recommendations to City Council</li></ul> |
| September | <ul><li>Adopt and submit legislative recommendations to City Council</li></ul> |
| October | <ul><li>Finalize City policy recommendations based on focus areas</li></ul> |
| November | <ul><li>Adopt and submit City policy recommendations to City Council</li><li>Officer nomination committee formation</li></ul> |
| December | <ul><li>Officer nomination slate presented</li></ul> |