TOWN OF LOS GATOS

CIVIC CENTER
110 E. MAIN STREET
P.O. BOX 697
LOS GATOS, CA 95031

Dear Commission, Committee or Board Member:

On behalf of the Town Council, I would like to thank you for choosing to participate on a Town board, commission or committee. We welcome you and appreciate your desire to serve our community by volunteering for this important advisory position.

Serving as a commission, committee, or board member should be a satisfying and challenging experience. It provides an opportunity to become intimately familiar with the operating policies and procedures of municipal government. It personifies citizen participation in policy determination, and gives you an opportunity to play a vital role in the communications process between citizen and elected Town officials.

This handbook will provide you with some background on the Town of Los Gatos governmental structure and clarify relationships between commissioners and board members and the Town Council, Town Manager, and Town staff. As you read through the handbook, please pay particular attention to Tabs 4 – 7 as these sections will acquaint you with some of your duties and responsibilities and make you aware of certain laws governing public office. This is important information for you to know in order to serve effectively. You will also be given information pertaining to your particular commission, committee or board from the Town staff liaison to that commission or board.

Commission, board, and committee members will also be provided additional training opportunities throughout the year to learn more about the Town's governmental and financial structure.

Thank you again for accepting this responsibility and for your commitment and effort to this essential part of our democratic process. We hope this will be an enjoyable and rewarding experience for you.

Sincerely,

GREG LARSON
Town Manager