

Community Relations Commissioner Job Description

Background

Founded in 2004 by Goshen city ordinances 4339 and 4526, the Community Relations Commission (CRC) serves Goshen by developing programs and recommending policies. The CRC is to aim for a city without racism or discrimination of any kind and build capacity for creative problem solving, resiliency, understanding, and compassion among the diverse people in our community.

The CRC is committed to the following seven principles:

- Honor the dignity of each person and each person's rights
- Listen to the diverse voices of the community
- Constructive communication and engagement
- Honesty, truthfulness, and integrity
- Promote a community that is safe for all
- Acknowledge and accept the challenge of change—that it may have both positive and negative consequences
- Promote the acceptance of differences
- Promote equality and freedom from discrimination

The CRC consists of nine volunteer Commissioners, 5 appointed by the Mayor and 4 by the Common Council, and a Community Relations Director (CRD), a staff position appointed by the Mayor. Commissioners are appointed for a three-year term and are eligible for reappointment.

The CRD is not a voting member of the CRC, but provides leadership in setting and advancing the agenda and overseeing programs and activities developed by the commission. The CRD serves at the pleasure of the Mayor and is accountable to all terms of employment as part of the Mayoral staff.

Criteria

Commissioners are residents of Goshen who serve as volunteers for CRC projects/events and serve an advisory role to the CRD.

The CRC welcomes diversity of race, ethnicity, gender, religion, class, and perspective among its membership. Commissioners are faced with sometimes complex and challenging situations. For this reason, Commissioners should demonstrate:

- A commitment to the seven principles
- A commitment to and support of the "Resolution for Visitors Policy"
- A desire to engage positively with persons very different from themselves
- An eagerness to learn and grow
- Good listening skills
- Excellent verbal and written communication- including virtual communication such as email, zoom, and doodle poll
- Openness and warmth
- Courage to stand for justice, even when it is hard

Community Relations Commissioner Job Description

Additional desired (but not essential) characteristics include:

- Experience with racial/cultural bridge-building
- Experience around issues of discrimination of protected groups
- Experience thinking and acting strategically.
- A track record of community involvement
- A basic understanding of parliamentary procedures
- Willingness and capacity to provide leadership

Time Commitment

Commissioners volunteer their time on the CRC. Commissioners serve three-year terms, and typically give eight to ten hours per month. Regular CRC meetings are on the second Monday of each month for one to two hours. In addition, members are often involved in one to two subcommittees to meet for about an hour about twice a month and should volunteer or participate in CRC sponsored programs.

Officers

The CRC will elect an executive board each year. This will consist of a Chair, Vice Chair, Secretary, and Treasurer. As individuals, each member will be asked to complete the tasks of their office and as a whole will be advisors to the CRD.

The Commission Chair and Vice Chair will work in close collaboration with the CR Director to help set and advance the agenda for the monthly CRC meetings. The Chair and Vice-Chair will provide ongoing input to the direction and agenda of the commission, serving as liaison between CRD and Commissioners.

The Commission Secretary will serve to help document significant decisions and actions taken by the Commission throughout the year. This includes drafting correspondence as needed by the Commission. The Commission Secretary will not be responsible for the minutes of each meeting, as this role is fulfilled by a member of the Mayoral staff, in attendance at each meeting.

The Commission Treasurer will serve in an advisory capacity to the CRD as the annual budget is drafted. The Commission Treasurer will also review the monthly budget statements issued by the Office of the Mayor and report monthly activity to the CRC at its regular meetings.

All the elected Officers of the CRC will work with the Director to keep the Commissioners apprised of and involved in decision-making and implementation of activities throughout the year.

The executive board will meet when called by the CRD or Chair. The CRD will determine the frequency of regular meetings and the agenda for the meetings will be determined by the CRD and Chair.

[Complete an application using this form](#)