

**Citizens Advisory Committee
Roles and Responsibilities
JUNCTION CITY SCHOOL DISTRICT**

The Citizens Advisory Committee (CAC) members will be engaged during the design and construction phases of multiple aspects of the bond projects and make reports and recommendations to the Board of Directors.

The Board of Directors recommends a joint meeting of representatives from the Board of Directors (two) and the CAC be held on a regular basis approximately 2 weeks prior to the week of the regularly scheduled Board meeting of each month, commencing on or around October, 2016 and anticipated to run through October 2018. All meetings shall be held at the District Office Board Room unless otherwise noticed (during construction, it is anticipated some of the meetings will be held on the construction site).

The primary roles and responsibilities of the CAC:

1. Confirm that all bond promises are delivered in respect to scope, budget, and schedule and become informed when any of these are required to adjust;
2. Build community relationships and provide uniform consistent messages regarding the bond projects to the community;
3. Provide input on District recommended projects/expenditures of any unspent funds for current and/or future projects near the close of the bond project work;
4. Attend the CAC monthly meetings to receive information from the district representative, architect, and contractor(s), and engage in discussion regarding bond project updates and related budget updates each month;
5. Present a brief status report at the regular monthly Board meeting (two representatives from the CAC).