



TOWN OF LOS GATOS

Civic Center
110 E. Main Street
Los Gatos, CA 95030

Dear Board, Commission or Committee Member:

On behalf of the Town organization, 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 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 provides 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 Parts 2 and 3 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 board, commission or committee from the Town staff liaison to that board, commission or committee.

Board, commission, 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,

Laurel Prevetti
Town Manager