

**Small Business Commission  
2021 Committee Interest Card**

The purpose of this form is to gauge your interest in serving on one or more of the committees listed below. This information will assist the Commission Chair in making Committee selections. Please indicate your preference order (1 = highest preference) when choosing membership into one or more Committees.

**Commissioner Name:** \_\_\_\_\_

<b>Committee</b>	<b>Purpose</b>	<b>Preference Order (1 or 2)</b>
<b>Procurement and Reciprocity</b>	Identifies and promote procurement opportunities for small business owners in Los Angeles County to increase the County's Small Business Utilization percentage; and to develop partnerships throughout the business community for the purpose of creating reciprocity between agencies.	
<b>Economic Development and Outreach</b>	Supports the economic development of the small business community in Los Angeles County by identifying resources and education for current and potential business owners, and to provide strategies to increase outreach efforts to the small business community.	

**Are you interested in serving as a Committee Chair?**      **Yes**                      **No**

The duties and responsibilities of a Committee Chair include, but are not limited to:

In consultation with the Commission Liaison and DCBA Commission Services Staff: set the dates, times and location for meetings; establish and confirm an agenda for each meeting; ensure that meetings are called to order and held in accordance with commission policies and the Brown Act for Public Meetings; provide leadership to the committee and ensure that discussion on agenda items are on topic, productive and professional. If you are selected as Chair of a Committee, attendance at the Executive Committee meeting is also required and counts towards the 2 committees per Commissioner rule. The Executive Committee meets from 10:00 - 11:00 a.m. on the same dates listed below.

<b>Committee Schedule</b>	
The Procurement and Reciprocity Committee meets at 09:00 a.m. on the following dates:  February 12, 2021 May 14, 2021 August 13, 2021 November 12, 2021	The Economic Development and Outreach meets at 11:00 a.m. on the following dates:  February 12, 2021 May 14, 2021 August 13, 2021 November 12, 2021