

Charlottesville Human Rights Commission Service

The intent of this document is to provide prospective Human Rights Commissioners a sense of what to anticipate should they be appointed by Council. Below is a general summary of duties held by Human Rights Commissioners, which may average 5 to 8 hours per month. This is not an exhaustive list, and duties may vary based upon the annual priorities of Council or the Commission. Applicants may reach out to the Director of the Human Rights Commission with any additional questions: 434-970-3023 or humanrights@charlottesville.gov.

- Completing IT security training and opening a City email account (approximately 30-45 minutes, one time).
- Completing an initial orientation meeting with the Commission Chair and the Director of the Human Rights Commission (approximately 1 hour, one time).
- Regularly (at least twice weekly) checking a City email account and responding to requests for information and action (approximately 1 hour weekly).
- Attending monthly regular meetings of the Human Rights Commission (approximately 2 hours monthly).
 - The full Commission meets every third Thursday at 6:30pm
- Attending Commission work sessions (approximately 1-2 hours monthly).
 - Commission work sessions occur every first Thursday at 6:30pm
- Engaging in the review and editing of documents between regular meetings of the Commission and ad hoc committee work sessions to further the work of the Commission (approximately 1-2 hours monthly).
- Attending community outreach and engagement events outside of regular monthly meetings and ad hoc committee meetings (approximately 1-2 hours, every 2-3 months).

Charlottesville Human Rights Commission Annual Calendar

Actual activities may vary, but the table below presents a general summary of activities that occur throughout the year.

| Month | Activities |
|-----------|---|
| January | <ul style="list-style-type: none"> • Officer Elections • Begin compiling HRC/OHR previous calendar year annual report |
| February | <ul style="list-style-type: none"> • Retreat planning • New Commissioner orientation • Finish HRC/OHR previous calendar year annual report |
| March | <ul style="list-style-type: none"> • Start of new Commissioner terms • Commission Retreat & Strategic Planning <ul style="list-style-type: none"> ○ Develop an annual work plan with defined focus areas |
| April | <ul style="list-style-type: none"> • Form ad hoc Legislative Agenda Committee • Form ad hoc committees related to focus areas defined in retreat |
| May | <ul style="list-style-type: none"> • First Expert Panel <ul style="list-style-type: none"> ○ For more information regarding focus areas defined in retreat and to inform legislative priorities |
| June | <ul style="list-style-type: none"> • First Town Hall Meeting <ul style="list-style-type: none"> ○ Legislative Priorities ○ Feedback on focus areas from retreat • Present HRC/OHR previous calendar year annual report to City Council |
| July | <ul style="list-style-type: none"> • Second Expert Panel <ul style="list-style-type: none"> ○ For more information regarding focus areas defined in retreat and inform legislative priorities |
| August | <ul style="list-style-type: none"> • Finalize legislative recommendations to City Council |
| September | <ul style="list-style-type: none"> • Adopt and submit legislative recommendations to City Council |
| October | <ul style="list-style-type: none"> • Adopt and submit any recommendations to City Council pertaining to the focus areas defined in retreat |
| November | <ul style="list-style-type: none"> • Second Town Hall <ul style="list-style-type: none"> ○ Solicit ideas for focus areas during the next calendar year • Officer nomination committee formation |
| December | <ul style="list-style-type: none"> • Officer nomination slate presented |