



## **Job Description Community Participation Team Member 2020 Comprehensive Plan**

### **Nature of Team**

The team is responsible for encouraging, facilitating, and reporting citizen participation throughout the process. The primary work items of the team are assisting staff and the Planning Commission in the coordination of publicity efforts, educating the public about the Comprehensive Plan process, sponsoring public meetings and other input opportunities, encouraging fellow residents and business members to participate in the planning process, and putting together a summary report on the public outreach and engagement process and the citizen feedback received.

### **Primary Duties**

- Review and implement the Communications Plan and related marketing materials
- Advise staff on plans for public input opportunities (public meetings, comment cards, etc.)
- Make public appearances on behalf of the Comprehensive Plan update (giving talks, taping public service announcements and television segments, and distributing posters/flyers)
- Actively encourage participation and engage residents and business members outside of regularly planned meetings and events (social media posts and sharing of County posts to interest groups)
- Participate in and observe public meetings, and collect public input
- Synthesize input from community
- Review and approve written summary of public input to be forwarded to the James County Planning Commission and Board of Supervisors
- Attend Community Participation Team meetings and other engagement efforts

### **Tentative Meeting Dates**

The meetings below will be held at 4:00 p.m. in the Building D Large Conference Room at the James City County Government Complex - 101 Mounts Bay Road. There may be additional public meetings that Community Participation Team (CPT) members will be invited to attend during Phase I. Additional meetings may be added for a Phase II of community engagement during the spring of 2020.

- July 29, 2019
- August 19, 2019
- August 26, 2019
- September 16, 2019
- October 3, 2019 (Thursday meeting to avoid religious holiday)
- October 14, 2019
- October 28, 2019
- November 4, 2019
- November 18, 2019 (week before Thanksgiving)
- December 2, 2019
- December 16, 2019

### **Past Community Participation Team Highlights**

- Citizen Survey/Questionnaires
- Speakers' Bureau Events
- Listening Stations
- Community Conversations
- Interviews with "Next Door Neighbors" and Toano-Norge Times
- Op-Ed Articles
- Public Service Announcements

#### **Staff Contacts:**

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