

L. Combined 2012 ADvisory Board Review Survey Questions

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Chapel Hill Advisory Boards Survey Questions

Thank you for taking this survey! Council Goal 1E for 2012-13 is “define roles and responsibilities for advisory boards and commissions.” To begin gathering the information necessary to achieve this goal, we are requesting anonymous feedback from Council Members; Advisory Board, Committee and Commission members; and Staff Liaisons and other Staff who regularly support or present to advisory boards. Your survey responses will inform the Council’s decisions about strengthening the effectiveness of the advisory board system and identifying areas for improvement. It would be helpful if you could complete this 20 minute survey by Friday, November 16, 2012. If you have any questions, please contact Jennifer Phillips, Community Participation Coordinator at jphillips@townofchapelhill.org or at 919-969-5014. Once again, thank you for taking the time to do this survey! Your responses will make a difference.

What is your relationship to the Town of Chapel Hill's advisory boards?

- I am a member of Town Council
- I am a chair or member of an advisory board or commission
- I am a staff liaison to an advisory board, and I also provide additional staff support to at least one advisory board
- I am a staff member (but not a designated liaison) who provides additional support to at least one advisory board
- I am a staff liaison to an advisory board, and I do NOT provide additional support to any other advisory boards

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Town Council

Q1) In your opinion, how important are the following potential benefits of advisory boards? For this question, and others like it throughout the survey, please click and drag the slider below to make your selection.

Not Important		Moderately Important		Highly Important
1	2	3	4	5

- Tapping into the expertise of the public as subject matter experts
- Engaging the public as partners in the process of governing Chapel Hill
- Linking to other resources and groups interested in addressing community issues
- Gathering information and perspectives to assist Council in governing and decision making
- Making the governing process more transparent
- Reducing the likelihood that government decisions will be challenged in court
- Going beyond what Council can accomplish alone
- Improving communication between elected officials and the public
- Expanding public understanding of how local government works

Q1A) Are there any other potential advisory board benefits that you would like to mention?

Q2) In your opinion, how successful are the Town's current advisory boards at doing the following:

Not Successful		Moderately Successful		Highly Successful
1	2	3	4	5

- Tapping into the expertise of the public as subject matter experts
- Engaging the public as partners in the process of governing Chapel Hill
- Linking to other resources and groups interested in addressing community issues
- Gathering information and perspectives to assist Council in governing and decision making
- Making the governing process more transparent
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Q3) In your opinion, how well does each advisory board fulfill the charge Council has set for them?

Below Expectations		Meets Expectations		Exceeds Expectations
1	2	3	4	5

- Bicycle & Pedestrian Advisory Board
- Board of Adjustment
- Cemeteries Advisory Board
- Chapel Hill Downtown Partnership
- Chapel Hill Public Arts Commission
- Community Design Commission
- Community Policing Advisory Committee
- Greenways Commission
- Historic District Commission
- Human Services Advisory Board
- Library Board of Trustees
- OWASA Board of Directors
- Parks & Recreation Commission
- Personnel Appeals Committee
- Planning Board
- Public Housing Program Advisory Board
- Stormwater Management Utility Advisory Board
- Sustainability Committee
- Transportation Board

Q4) In your opinion, to what extent do each of the advisory boards help Council govern with quality, responsiveness & efficiency?

No Extent		Some Extent		Great Extent
1	2	3	4	5

- Bicycle & Pedestrian Advisory Board
- Board of Adjustment
- Cemeteries Advisory Board
- Chapel Hill Downtown Partnership
- Chapel Hill Public Arts Commission
- Community Design Commission

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- _____ Community Policing Advisory Committee
- _____ Greenways Commission
- _____ Historic District Commission
- _____ Human Services Advisory Board
- _____ Library Board of Trustees
- _____ OWASA Board of Directors
- _____ Parks & Recreation Commission
- _____ Personnel Appeals Committee
- _____ Planning Board
- _____ Public Housing Program Advisory Board
- _____ Stormwater Management Utility Advisory Board
- _____ Sustainability Committee
- _____ Transportation Board

Q5) To what extent do you think that advisory boards use existing Town policies and guidelines to inform and shape their recommendations to Council?

No Extent		Some Extent		Great Extent
1	2	3	4	5

Q6) Do you think advisory boards should be explicitly charged with helping to achieve specific Chapel Hill 2020 goals?

Strongly Disagree				Strongly Agree
1	2	3	4	5

Q7) In your opinion, how successful are advisory boards at attracting members from diverse:

Not Successful		Moderately Successful		Highly Successful
1	2	3	4	5

- _____ Ethnic backgrounds
- _____ Economic backgrounds
- _____ Ages
- _____ Life Situations (Single parents, parents of young children, renters, home owners, etc.)

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Q8) What groups do you think are missing from advisory board membership?

Q9) Should there be criteria that individuals must meet to be eligible to serve on advisory boards?

- Yes
- No
- Not Sure

If Yes Is Selected

Q9A) What should these criteria be?

Q10) In your opinion, are appointment guidelines applied evenly and fairly to all applicants?

- Yes
- No
- Not Sure

Q11) What, in your opinion, should be the role of the Town Council in reviewing applications to serve on advisory boards?

Q12) Do you think the Town should be tracking the financial impact of advisory boards?

- Yes
- No
- Not Sure

Q13) Does the involvement of advisory boards in the Town's development process lead to better decision making?

- Yes
- No
- Not Sure

If Yes Is Selected

Q13A) If yes, how?

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If No Is Selected

Q13B) If not, why not?

Q14) Do you have any other comments about advisory boards that you would like to share? Please include comments about those things you particularly like or dislike about the current advisory board system.

Advisory Board Members

Q1) Which advisory board did Council appoint you to serve on?

- Bicycle & Pedestrian Advisory Board
- Board of Adjustment
- Cemeteries Advisory Board
- Chapel Hill Downtown Partnership
- Chapel Hill Public Arts Commission
- Community Design Commission
- Community Policing Advisory Committee
- Greenways Commission
- Historic District Commission
- Human Services Advisory Board
- Library Board of Trustees
- OWASA Board of Directors
- Parks & Recreation Commission
- Personnel Appeals Committee
- Planning Board
- Public Housing Program Advisory Board
- Stormwater Management Utility Advisory Board
- Sustainability Committee
- Transportation Board

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Q2) Has your advisory board appointed you to represent them as a liaison to another standing advisory board?

- Yes
- No

If Yes Is Selected

Q2A) Please select all the advisory boards to which you serve as a liaison:

- Bicycle & Pedestrian Advisory Board
- Board of Adjustment
- Cemeteries Advisory Board
- Chapel Hill Downtown Partnership
- Chapel Hill Public Arts Commission
- Community Design Commission
- Community Policing Advisory Committee
- Greenways Commission
- Historic District Commission
- Human Services Advisory Board
- Library Board of Trustees
- OWASA Board of Directors
- Parks & Recreation Commission
- Personnel Appeals Committee
- Planning Board
- Public Housing Program Advisory Board
- Stormwater Management Utility Advisory Board
- Sustainability Committee
- Transportation Board

Q3) Are you an advisory board officer?

- Yes
- No

If Yes Is Selected

Q3A) Which office do you hold?

- Chair
- Vice-Chair
- Deputy Vice-Chair
- Secretary

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Other: _____

Q4) In your opinion, to what extent does the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q1]...

For this question, and others like it, please click and drag the slider below to make your selection.

No Extent				Great Extent
1	2	3	4	5

_____ Help Council govern with quality, responsiveness & efficiency?

_____ Use existing Town policies and guidelines to inform and shape their recommendations to Council?

_____ Fulfill the charge that has been set for it by Council?

Q5) In what ways does the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q1] fulfill the charge set by Council?

Q6) Would the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q1] benefit from additional or more explicit policy guidance from Council when making decisions?

Yes

No

Q7) In your opinion, how successful is the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q1] in doing the following?

Not Successful		Moderately Successful		Highly Successful
1	2	3	4	5

_____ Tapping into the expertise of the public as subject matter experts

_____ Engaging the public as partners in the process of governing Chapel Hill

_____ Linking to other resources and groups interested in addressing community issues

_____ Gathering information and perspectives to assist Council in governing and decision making

_____ Making the governing process more transparent

_____ Reducing the likelihood that government decisions will be challenged in court

_____ Going beyond what Council can accomplish alone

_____ Improving communication between elected officials and the public

_____ Expanding public understanding of how local government works

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Q7A) Are there any other benefits this board offers that you would like to mention? If so, please list them:

Q8) Do you receive your meeting packet for the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q1] early enough for you to prepare for the meeting?

- Yes
- No

Q9) How often does the staff liaison to the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q1] do the following?

Never		Sometimes		Always	I don't know
1	2	3	4	5	

- _____ Attend advisory board meetings
- _____ Coordinate with the Chair in scheduling and creating an agenda for advisory board meetings
- _____ Ensure meeting notifications and record keeping occurs consistent with applicable North Carolina State laws and Town Policies (i.e. Conflict of Interest, Open Meetings Law, Public Records Law)
- _____ Assure Town policies related to advisory boards are followed
- _____ Provide regular updates to Town staff and advisory boards regarding important issues related to the work of the advisory boards
- _____ Present advisory board recommendations to Council, if requested to do so by either the advisory board or Council
- _____ Serve as a communication link between the advisory board, other Town staff and departments and Council as appropriate
- _____ Provide information regarding advisory board's priorities and their status to Community Participation Coordinator
- _____ Make sure the intent of the advisory board is not lost after a decision/recommendation and that it is conveyed to Council in a timely manner
- _____ Assist the advisory board in staying on track and focused
- _____ Maintain a positive working relationship with the Chair and members

Q10) Does the involvement of the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q1] in the Town's development process lead to better decision making?

- Yes
- Not sure
- No

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If Yes Is Selected

Q10A) If so, how?

If No Is Selected

Q10B) If not, why not?

Q11-Q18 Asked If Respondent Selected Board(s) For Q2

Q11) In your opinion, to what extent does the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q2]...

For this question, and others like it, please click and drag the slider below to make your selection.

No Extent				Great Extent
1	2	3	4	5

_____ Help Council govern with quality, responsiveness & efficiency?

_____ Use existing Town policies and guidelines to inform and shape their recommendations to Council?

_____ Fulfill the charge that has been set for it by Council?

Q12) In what ways does the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q2] fulfill the charge set by Council?

Q13) In your opinion, how successful is the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q2] in doing the following?

Not Successful		Moderately Successful		Highly Successful
1	2	3	4	5

_____ Tapping into the expertise of the public as subject matter experts

_____ Engaging the public as partners in the process of governing Chapel Hill

_____ Linking to other resources and groups interested in addressing community issues

_____ Gathering information and perspectives to assist Council in governing and decision making

_____ Making the governing process more transparent

_____ Reducing the likelihood that government decisions will be challenged in court

_____ Going beyond what Council can accomplish alone

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_____ Improving communication between elected officials and the public

_____ Expanding public understanding of how local government works

Q14) Are there any other benefits this board offers that you would like to mention? If so, please list them:

Q15) Would the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q2] benefit from additional or more explicit policy guidance from Council when making decisions?

Yes

No

Q16) Do you receive your meeting packet for the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q2] early enough for you to prepare for the meeting?

Yes

No

Q17) How often does the staff liaison to the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q2] do the following?

Never		Sometimes		Always	I don't know
1	2	3	4	5	

_____ Attend advisory board meetings

_____ Coordinate with the Chair in scheduling and creating an agenda for advisory board meetings

_____ Ensure meeting notifications and record keeping occurs consistent with applicable North Carolina State laws and Town Policies (i.e. Conflict of Interest, Open Meetings Law, Public Records Law)

_____ Assure Town policies related to advisory boards are followed

_____ Provide regular updates to Town staff and advisory boards regarding important issues related to the work of the advisory boards

_____ Present advisory board recommendations to Council, if requested to do so by either the advisory board or Council

_____ Serve as a communication link between the advisory board, other Town staff and departments and Council as appropriate

_____ Provide information regarding advisory board's priorities and their status to Community Participation Coordinator

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- _____ Make sure the intent of the advisory board is not lost after a decision/recommendation and that it is conveyed to Council in a timely manner
- _____ Assist the advisory board in staying on track and focused
- _____ Maintain a positive working relationship with the Chair and members

Q18) Does the involvement of the [NAME OF THE ADVISORY BOARD—Repeats based on selections from Q2] in the Town's development process lead to better decision making?

- Yes
- Not sure
- No

Q19) How much do you agree or disagree with the statement below?

"Advisory boards should be explicitly charged with helping to achieve specific Chapel Hill 2020 goals."

Strongly Disagree				Strongly Agree
1	2	3	4	5

Q20) How many hours per week do you spend volunteering for your advisory board(s)? Please include hours spent preparing, attending meetings, and in meeting follow-up, as well as any other tasks related to serving.

Q21) Please indicate what percentage of this time is spent on each of the advisory boards to which you are a member or a liaison. Your responses should total 100 percent.

Q22) In your opinion, is this amount of time...

- Too little
- About right
- Too much

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Q23) In your opinion, how successful are advisory boards at attracting members from diverse...

Not Successful		Somewhat Successful		Very Successful
1	2	3	4	5

_____ Ethnic backgrounds?

_____ Economic backgrounds?

_____ Ages?

_____ Life situations (single parents, parents of young children, renters, home owners, etc.)?

Q24) What groups do you think are missing from advisory board membership?

Q25) Should there be criteria that individuals must meet to be eligible to serve on advisory boards?

Yes

No

If Yes Is Selected

Q25A) If so, what should these criteria be?

Q26) What, in your opinion, should be the role of the Town Council in reviewing advisory board applications?

Q27) In your opinion, are appointment guidelines applied evenly and fairly to all applicants?

Yes

No

Q28) For which of the following do you need additional support? Please check all that apply.

Presentation and communication skills

Knowledge of Robert's Rules of Order

Knowledge of federal and state laws affecting advisory boards

Knowledge of Town of Chapel Hill policies relevant to advisory boards

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I don't need additional support in any of these areas

Q29) Do you think the Town should be tracking the financial impact of advisory boards?

- Yes
- No

Q30) How satisfied are you with your experience of serving on a Town of Chapel Hill advisory board?

Not Satisfied		Neutral		Very Satisfied
1	2	3	4	5

Q31) Do you have any other comments about advisory boards that you would like to share? Please include comments about those things you particularly like or dislike about the current advisory board system.

Staff Liaisons

Q1) For which advisory board(s) do you serve as staff liaison? Please select all that apply. (You will have an opportunity to select any other boards for which you provide additional staff support in a later question.)

- Bicycle & Pedestrian Advisory Board
- Board of Adjustment
- Cemeteries Advisory Board
- Chapel Hill Downtown Partnership
- Chapel Hill Public Arts Commission
- Community Design Commission
- Community Policing Advisory Committee
- Greenways Commission
- Historic District Commission
- Human Services Advisory Board
- Library Board of Trustees
- OWASA Board of Directors
- Parks & Recreation Commission
- Personnel Appeals Committee
- Planning Board
- Public Housing Program Advisory Board
- Stormwater Management Utility Advisory Board
- Sustainability Committee

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Transportation Board

Q2) In your opinion, to what extent does the [advisory board—Repeats for each board that the respondent selects on Q1]...

For this question, and others like it, please click and drag the slider below to make your selection.

No Extent		Some Extent		Great Extent
1	2	3	4	5

_____ Help Council govern with quality, responsiveness & efficiency?

_____ Use existing Town policies and guidelines to inform and shape their recommendations to Council?

_____ Fulfill the charge that has been set for it by Council?

Q3) In what ways does the [advisory board— Repeats for each board that the respondent selects on Q1] fulfill the charge set by Council?

Q4) In your opinion, how successful is the [advisory board — Repeats for each board that the respondent selects on Q1] in doing the following?

Not Successful		Moderately Successful		Highly Successful
1	2	3	4	5

_____ Tapping into the expertise of the public as subject matter experts

_____ Engaging the public as partners in the process of governing Chapel Hill

_____ Linking to other resources and groups interested in addressing community issues

_____ Gathering information and perspectives to assist Council in governing and decision making

_____ Making the governing process more transparent

_____ Reducing the likelihood that government decisions will be challenged in court

_____ Going beyond what Council can accomplish alone

_____ Improving communication between elected officials and the public

_____ Expanding public understanding of how local government works

Q4A) Are there any other benefits this board offers that you would like to mention? If so, please list them:

Q5) Does the involvement of the [advisory board— Repeats for each board that the respondent selects on Q1] in the Town's development process lead to better decision making?

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- Yes
- Not sure
- No

If Yes Is Selected

Q5A) If so, how?

If No Is Selected

Q5B) If not, why not?

Q6) In your opinion, how successful are advisory boards at attracting members from diverse...

Not Successful		Somewhat Successful		Very Successful
1	2	3	4	5

_____ Ethnic backgrounds?

_____ Economic backgrounds?

_____ Ages?

_____ Life situations (single parents, parents of young children, renters, home owners, etc.)?

Q7) What groups do you think are missing from advisory board membership?

Q8) Should there be criteria that individuals must meet to be eligible to serve on advisory boards?

- Yes
- No

If Yes Is Selected

Q8A) If so, what should these criteria be?

Q9) What, in your opinion, should be the role of the Town Council in reviewing advisory board applications?

Q10) In your opinion, are appointment guidelines applied evenly and fairly to all applicants?

- Yes
- No

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Q11) Do you think the Town should be tracking the financial impact of advisory boards?

- Yes
- No

Q12) For the advisory boards to which you are staff liaison, how often do you:

Never		Sometimes		Always
1	2	3	4	5

- _____ Attend advisory board meetings
- _____ Coordinate with the staff liaison in scheduling and creating an agenda for advisory board meetings
- _____ Ensure meeting notifications and record keeping occurs consistent with applicable North Carolina state laws and Town policies (i.e. Conflict of Interest, Open Meetings Law, Public Records Law)
- _____ Ensure Town policies related to advisory boards are followed
- _____ Provide regular updates to Town staff and advisory board members regarding important issues related to the work of the advisory board
- _____ Present advisory board recommendations to Council, if requested to do so by either the group or Council
- _____ Serve as a communication link between the advisory board, other Town staff and departments and Council as appropriate
- _____ Provide information regarding advisory board's priorities and their status to Community Participation Coordinator
- _____ Make sure the intent of the advisory board is not lost after a decision/ recommendation and that it is conveyed to Council in a timely manner
- _____ Assist the advisory boards in staying on track and focused
- _____ Maintain a positive working relationship with the Chair and members of advisory boards
- _____ Write action minutes
- _____ Prepare meeting packets
- _____ Mail meeting packets by U.S. post
- _____ Update advisory board member contact details
- _____ Provide video/Granicus support
- _____ Post action minutes to the website
- _____ Book meeting space for advisory boards
- _____ Organize advisory board tours/site visits
- _____ Post meeting packets to the website
- _____ Update advisory board webpages
- _____ Scan & upload applications to advisory boards to the central boards' folder maintained by CaPA
- _____ Create/revise calendar items
- _____ Present on issues/projects relevant to my department at advisory board meetings

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- _____ Attend staff meetings about advisory boards
- _____ Attend advisory board, committee, commission meetings
- _____ Update BLM
- _____ Recruit advisory board members
- _____ Manage conflict between advisory board members or advisory boards and the public or advisory board members and staff
- _____ Write advisory board memos
- _____ Prepare presentations for advisory boards
- _____ Answer advisory board member questions
- _____ Answer questions from the public about advisory boards
- _____ Provide notary services (swearing in new members, swearing in those giving testimony, etc.)
- _____ Other (please specify):

Q13 and Q14 Asked if Respondent Selected "I am a staff liaison to an advisory board, and I also provide additional staff support to at least one advisory board"

Q13) Aside from your staff liaison responsibilities, which other advisory board(s) do you provide staff support (i.e. making presentations, attending meetings, etc.)? Please select all that apply.

- Bicycle & Pedestrian Advisory Board
- Board of Adjustment
- Cemeteries Advisory Board
- Chapel Hill Downtown Partnership
- Chapel Hill Public Arts Commission
- Community Design Commission
- Community Policing Advisory Committee
- Greenways Commission
- Historic District Commission
- Human Services Advisory Board
- Library Board of Trustees
- OWASA Board of Directors
- Parks & Recreation Commission
- Personnel Appeals Committee
- Planning Board
- Public Housing Program Advisory Board
- Stormwater Management Utility Advisory Board
- Sustainability Committee
- Transportation Board

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Q14) For the advisory boards you selected in the previous question, how often do you:

Never				Always
1	2	3	4	5

- Attend advisory board meetings
- Coordinate with the staff liaison in scheduling and creating an agenda for advisory board meetings
- Ensure meeting notifications and record keeping occurs consistent with applicable North Carolina state laws and Town policies (i.e. Conflict of Interest, Open Meetings Law, Public Records Law)
- Ensure Town policies related to advisory boards are followed
- Provide regular updates to Town staff and advisory board members regarding important issues related to the work of the advisory board
- Present advisory board recommendations to Council, if requested to do so by either the group or Council
- Serve as a communication link between the advisory board, other Town staff and departments and Council as appropriate
- Provide information regarding advisory board's priorities and their status to Community Participation Coordinator
- Make sure the intent of the advisory board is not lost after a decision/ recommendation and that it is conveyed to Council in a timely manner
- Assist the advisory boards in staying on track and focused
- Maintain a positive working relationship with the Chair and members of advisory boards
- Write action minutes
- Prepare meeting packets
- Mail meeting packets by U.S. post
- Update advisory board member contact details
- Provide video/Granicus support
- Post action minutes to the website
- Book meeting space for advisory boards
- Organize advisory board tours/site visits
- Post meeting packets to the website
- Update advisory board webpages
- Scan & upload applications to advisory boards to the central boards' folder maintained by CaPA
- Create/revise calendar items
- Present on issues/projects relevant to my department at advisory board meetings
- Attend staff meetings about advisory boards
- Attend advisory board, committee, commission meetings

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- _____ Update BLM
- _____ Recruit advisory board members
- _____ Manage conflict between advisory board members or advisory boards and the public or advisory board members and staff
- _____ Write advisory board memos
- _____ Prepare presentations for advisory boards
- _____ Answer advisory board member questions
- _____ Answer questions from the public about advisory boards
- _____ Provide notary services (swearing in new members, swearing in those giving testimony, etc.)
- _____ Other (please specify):

Q15) How many hours per week do you spend supporting the advisory board(s)? Please include hours spent preparing, attending meetings, and in meeting follow-up, as well as any other tasks related to supporting an advisory board.

Q16) Please indicate what percentage of this time is spent on each of the advisory boards you support. Your responses should total 100 percent.

Q17) In your opinion, is this amount of time...

- Too little (1)
- About right (2)
- Too much (3)

Q18) As a staff liaison, to what extent could you use support with the following:

No Extent		Some Extent		Great Extent
1	2	3	4	5

- _____ Attending the meetings of my advisory board
- _____ Coordinating with the Chair in scheduling and creating an agenda for advisory board meetings
- _____ Organizing meeting details such as room bookings, posting materials to website
- _____ Ensuring that meeting notifications and recordkeeping occurs consistent with applicable North Carolina State laws and Town Policies

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- _____ Drafting Action Minutes, posting them to the Town’s website and providing a link to them to the Manager & Town Council within 48 hours after the advisory board meeting
- _____ Providing regular updates to staff and advisory board members regarding important issues related to the work of the advisory board, commission or committee
- _____ Serving as a communication link between the advisory board, other Town staff and departments and Council as appropriate
- _____ Providing professional guidance, issue analysis and recommendations
- _____ Making sure the intent of the advisory board is not lost after a decision/recommendation and that it is conveyed to Council in a timely manner
- _____ Assisting the advisory board, commission or committee in staying on track and focused
- _____ Presenting advisory board, commission or committee recommendation to Council, if requested to do so by either the group or Council
- _____ Maintaining a positive working relationship with the Chair and members
- _____ Providing information regarding board’s priorities and their status to Community Participation Coordinator
- _____ Other (please specify):

Q19) Do you have staff responsibilities related to the work of the advisory board, commission, or committee to which you have been assigned?

- Yes
- No

Q20) For which of the following do you need additional support? Check all that apply.

- Presentation and communication skills
- Knowledge of Robert’s Rules of Order
- Knowledge of federal and state laws affecting advisory boards
- Knowledge of Town of Chapel Hill policies relevant to advisory boards
- I don’t need support in any of these areas

Q21) How much do you agree or disagree with the statement below?

"Advisory boards should be explicitly charged with helping to achieve specific Chapel Hill 2020 goals."

Strongly Disagree				Strongly Agree
1	2	3	4	5

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Q22) Do you have any other comments about advisory boards that you would like to share? Please include comments about those things you particularly like or dislike about the current advisory board system.

Support Staff

Q1) For which advisory board(s) do you provide staff support? Please select all that apply.

- Bicycle & Pedestrian Advisory Board (1)
- Board of Adjustment (2)
- Cemeteries Advisory Board (3)
- Chapel Hill Downtown Partnership (4)
- Chapel Hill Public Arts Commission (5)
- Community Design Commission (6)
- Community Policing Advisory Committee (7)
- Greenways Commission (8)
- Historic District Commission (9)
- Human Services Advisory Board (10)
- Library Board of Trustees (11)
- OWASA Board of Directors (12)
- Parks & Recreation Commission (13)
- Personnel Appeals Committee (14)
- Planning Board (15)
- Public Housing Program Advisory Board (16)
- Stormwater Management Utility Advisory Board (17)
- Sustainability Committee (18)
- Transportation Board (19)

Q2) How often do you do the following? For this question, and others like it throughout the survey, please click and drag the slider below to make your selection.

Never				Always
1	2	3	4	5

_____ Attend advisory board meetings

_____ Coordinate with the staff liaison in scheduling and creating an agenda for advisory board meetings

_____ Ensure meeting notifications and record keeping occurs consistent with applicable North Carolina State laws and Town Policies (i.e. Conflict of Interest, Open Meetings Law, Public Records Law)

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- _____ Assure Town policies related to advisory boards are followed
- _____ Provide regular updates to staff liaisons and advisory board members regarding important issues related to the work of the advisory board
- _____ Present advisory board recommendations to Council, if requested to do so by either the group or Council
- _____ Serve as a communication link between the advisory board, other Town staff and departments and Council as appropriate
- _____ Provide information regarding advisory board's priorities and their status to Community Participation Coordinator
- _____ Make sure the intent of the advisory board is not lost after a decision/recommendation and that it is conveyed to Council in a timely manner
- _____ Assist the advisory boards in staying on track and focused
- _____ Maintain a positive working relationship with the Chair and members of advisory boards
- _____ Fill in as Staff liaison
- _____ Write action minutes
- _____ Prepare meeting packets
- _____ Mail meeting packets by U.S. post
- _____ Update advisory board member contact details
- _____ Provide support to staff liaison at advisory board, committee or commission meetings
- _____ Provide video/Granicus support
- _____ Post action minutes to the website
- _____ Book meeting space for advisory boards
- _____ Organize advisory board tours/site visits
- _____ Post meeting packets to the website
- _____ Update advisory board webpages
- _____ Scan & upload applications to advisory boards to the central boards' folder maintained by CaPA
- _____ Create/revise calendar items
- _____ Present on issues/projects relevant to my department at advisory board meetings
- _____ Attend staff meetings about advisory boards
- _____ Attend advisory board, committee, commission meetings
- _____ Update BLM
- _____ Recruit advisory board members
- _____ Manage conflict between advisory board members or advisory boards and the public or advisory board members and staff
- _____ Write advisory board memos
- _____ Prepare presentations for advisory boards
- _____ Answer advisory board member questions
- _____ Answer questions from the public about advisory boards
- _____ Provide notary services (swearing in new members, swearing in those giving testimony, etc.)
- _____ Other (please specify):

L. Combined 2012 ADvisory Board Review Survey Questions

Q3) How many hours per week do you spend supporting the advisory board(s)? Please include hours spent preparing, attending meetings, and in meeting follow-up, as well as any other tasks related to supporting an advisory board.

Q4) Please indicate what percentage of this time is spent on each of the advisory boards you support. Your responses should total 100 percent.

Q5) Is this amount of time

- Too Little
- About Right
- Too Much

Q6) Do you think the Town should be tracking the financial impact of advisory boards?

- Yes
- No

Q7) Do you think advisory boards should be explicitly charged with helping to achieve specific Chapel Hill 2020 goals?

Strongly Disagree				Strongly Agree
1	2	3	4	5

Q8) Does the involvement of the [Advisory Board—Repeats for each board that respondent selects on Q1] in the Town's development process lead to better decision making?

- Yes
- Not sure
- No

If Yes Is Selected

Q8A) If yes, how?

L. Combined 2012 ADvisory Board Review Survey Questions

If No Is Selected

Q8B) If not, why not?

Q9) Do you have any other comments about advisory boards that you would like to share? Please include comments about those things you particularly like or dislike about the current advisory board system.