

Commissioner Job Description

The Alcohol and Drug Policy Commission is a Policy Making Board given statutory power by the legislature to make policy decisions and enforce regulations. Policy is developed by interpreting legislative intent as outlined in the board's governing statutes or in officially adopted administrative rules, and by implementing procedures to carry out those laws or rules. Members of policy making boards are generally final decision makers, accountable directly through the Governor to the public.

Annually complete required trainings:

- DAS – CHRO – Preventing Sexual Harassment
<https://ilearn.oregon.gov/dl.aspx?id=FC303BA6BC29479DB7BACCEDB97EA343>
- DAS – CHRO – Maintaining a Harassment Free and Professional Workplace
<https://ilearn.oregon.gov/dl.aspx?id=627068EB56EA4C92BCC6BA4EE9477A9C>
- DAS - CHRO - Overview of Boards, Commissions, & Small Entities. To be completed within six (6) months of appointment.

Attend all regularly scheduled meetings. Two consecutive absence may result in removable.

Be prepared for meeting by reviewing materials in advance of the meetings.

Attend all subcommittee meetings.

Advise the Executive Director if attendance is not possible.

Recognize that serving the public interest is your top priority.

Recognize the Commission must operate in a public and open manner.

Learn about issues affecting the Commission.

Examine all available evidence before making judgments.

Be aware that authority to act is granted to the Commission as a whole, not to individual members.

The Ethics Commission enforces Oregon's government ethics and lobby registration laws. These laws require public officials to disclose potential conflicts of interest, prohibit use of office for personal gain and require certain officials to file statements of economic interest.

I have received and reviewed this description.

Commissioner

Date

ADPC Executive Director

Date