



Multnomah County Animal Services Community Advisory Committee *Member Position Description*

Position Title: Multnomah County Animal Services Community Advisory Committee Member

Who we are:

Multnomah County Animal Services (MCAS) is the county's sole public animal shelter and control agency and is a division of the Multnomah County Department of Community Services (DCS), serving the cities of Portland, Gresham, Troutdale, Fairview, Wood Village, Maywood Park and all unincorporated areas of Multnomah County.

Our mission is to protect the health, safety and welfare of people and pets throughout Multnomah County and includes caring for the community's lost, homeless, stray, injured, sick, neglected and abandoned animals.

Committee Purpose:

This committee will:

- Work with the Animal Services Director and MCAS staff to elevate diverse community voices, especially those that are not often heard, and enable them to inform the work of Multnomah County Animal Services
- Advise the Animal Services Director on service improvements from the public's perspective
- Serve as a liaison to the public and help educate Multnomah County residents on the services available from, and the regulatory requirements for, Multnomah County Animal Services (MCAS)

This committee will not:

- Request or receive case information on specific animals within the MCAS system
- Provide or receive comments or engagement on MCAS personnel actions
- Provide input on county policies or practices that requires technical or subject matter expertise, or professional experience in the animal care industry
- Participate in a Robert's Rules - style decision making process



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Member Mission: Build and maintain a trusting and collaborative relationship with Multnomah County Animal Services, learn and understand what MCAS does and why, and provide equity-focused feedback to the MCAS Director on how we can best serve people and pets of Multnomah County.

Skills & Qualifications:

- Live or work in Multnomah County
- A passion for public service
- A demonstrated commitment to trust-building, collaboration and relationship management
- Knowledge of, or a commitment to learn and apply Multnomah County's equity lens with a focus on dignity, safety, trust and belonging
- A willingness to elevate the needs of Multnomah County's most vulnerable populations, including but not limited to those who are unhoused or experiencing housing insecurity, those who are low income, and those who have been most impacted by systemic racism
- Ability to follow along carefully and ask clarifying questions

Preferred skills and qualifications:

- Knowledge of, or a commitment to learn and apply a [fist to five consensus model](#)
- Collaborative team orientation with desire to support other committee members and MCAS staff
- A working knowledge of [trauma-informed practices](#)
- Lived experience with MCAS services

Duties and Responsibilities:

- Understand Multnomah county as a public agency
- Appreciate and value the mission, vision, goals and objectives of the division
- Prepare for, attend, and conscientiously participate in meetings
- Participate in 80% meetings and committee work, or work with the committee coordinator to stay up to date with committee work if 80% is not possible.
- Notify MCAS staff and the facilitator 24 hours ahead of time of absences
- Follow the bylaws, charter, procedures and group agreements



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- Treat all committee members and county staff with respect
- Engage in open and respectful dialogue to advance Multnomah County's commitment to diversity, equity, inclusion and dignity
- Review Multnomah County programs and services for effective and efficient delivery
- Read and understand the Multnomah County budget documents as needed
- Celebrate and learn about the personal knowledge, experiences and cultural diversity of group members for strategic & collective deliberations
- Collaborate on group discussions, decisions and final products

Year One Scope and Charge

The scope and charge of this position will evolve. Year one for all advisory committee members (members) in this role will be focused first on onboarding to learn the charge and function of MCAS, and then on establishing the committee vision, values, charter, bylaws and membership agreement in partnership with MCAS staff and the Animal Services Director.

At the end of year one, all members will schedule a year one review to determine whether the member will return for year two. This decision will be a mutual one made jointly with the member and staff at MCAS. Determining factors will include whether the committee met the member's expectations for accessibility, whether the work of the committee is of interest to the member, and whether the member has upheld agreements made in the membership agreement.

Future Scope and Charge of the Community Advisory Committee may include:

- Provide feedback on how MCAS engages with the community to reduce engagement barriers and grow awareness
- Provide feedback on how MCAS maintains public safety
- Provide feedback on how MCAS reunite people and their lost pets
- Provide feedback on how MCAS provides adoptions support
- Provide feedback on the licensing program
- Provide feedback on volunteer opportunities
- Provide feedback on making pet ownership accessible
- Provide feedback on improving access to basic veterinary care
- Provide feedback on navigating animal related conflict



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- Provide feedback on public visibility and clarity around services, as well as strategies for improving public visibility and clarity around services
- Help provide community education on the role of MCAS
- Help improve public access to, and awareness of, MCAS resources and services

Determining the future scope and charge of the MCAS Community Advisory Committee after year one will be a collaborative effort between the Animals Services Director, MCAS staff, and the advisory committee members.

This committee advises the Animal Services Director, who will request specific feedback from the committee on at least an annual basis.

Time Requirements:

- Year one appointment will be for one year, from September 2024- August 2025
- After year one, members will serve a 2 year term with a limit of 2 terms per person*¹
- All members must be available for an onboard meeting
- For year one, regular, bi-monthly (every 2 months) meeting time and dates will be determined by the committee once recruited
- Up to 2 hours per week can be anticipated, except for weeks when the advisory body meets. Those weeks will likely require 3 hours of work plus travel time

Location: Meetings will be held in a centrally located county facility that will be identified by the new committee members and MCAS staff. While in person attendance is strongly encouraged, a hybrid option will be made available whenever possible.

Work Environment: When meeting in person, members will gather in a conference room with a table and screen. A working computer with internet connectivity will be needed to participate remotely. All records and communications are considered public information and will be maintained by staff on a cloud platform for accessibility.

¹ * After year one, members that choose to return for year two (2025-2026) will be appointed to staggered term durations. Some will return for one more year and complete a full 2 year term from 2024-2026, and others will commit to a new 2 year term and will be eligible for one more two year term after their 2025-2027 term of service. The one year review will play a role in determining future service terms.



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Accessibility: All members can be provided with the appropriate tools to ensure accessibility of deliberations to include computer access, interpretation, translation, transcription and sound. Please request any accommodations for full accessibility.

Orientation & Training: Includes information on Multnomah County, the processes and procedures for the operations of the committee and will encompass:

- An overview of MCAS services and responsibilities, including a tour of the Multnomah County Animal Shelter
- Fist to five consensus building
- Goals and objectives for year one of the committee, as requested by the Animal Services Director
- Equity, Justice & Civic Engagement
- County 101 and Budget process
- Ethics & Conflict of Interest
- Public meetings and Public Records laws that apply to members
- Year one drafted by-laws and Group agreements

Benefits to members:

- Committee members will have the option to opt in to a stipend agreement for up to \$50 per meeting attended
- Meals and masks will be provided for members that participate in person. Masks and other forms of PPE are welcome but not required
- Members will receive a deep dive into MCAS services, challenges and opportunities, including a shelter tour to provide a closer look at the day to day functions of MCAS
- Members will have opportunities to build relationships with MCAS staff and leadership
- Committee members may increase their knowledge and be able to assist others in their community, when appropriate, to access MCAS services
- This committee offers an opportunity to make a contribution to effective service provision at Multnomah County and the opportunity to have a positive impact on the people and pets of Multnomah County.
- Members will get to develop a committee that welcomes a diverse group of fellow community members who have interesting and engaging conversations
- The advisory committee that this group of members will build will leave a lasting and long-term impact on the communities that call Multnomah County home