

Elected Officials Training – CIS eLearning Course

“SUCCESSFUL GOVERNANCE FOR LOCAL OFFICIALS”

A collaboration with CIS, SDAO, OSBA and PSU

Series Outline:

- **Lesson 1: The Importance of Local Government**
 - Knowing how to deliver good service begins with understanding your new role as a public servant. Trust in government ultimately depends on how well local governing bodies carry out their face-to-face work with local citizens.
 - Outline:
 - Intro to Series
 - Why Local Boards are Important
 - The Rule of Law
 - Multiple and Conflicting Board Roles
- **Lesson 2: Protecting Rights**
 - The next step is to focus on your role in protecting the rights of individuals by monitoring your own actions and overseeing the organization as a whole.
 - Outline:
 - Why The Protection of Rights is an Essential Board Responsibility
 - The Rights that are Most Commonly Violated by Public Bodies
 - The Consequences of Violating the Rights of Citizens and Employees
 - Strategies You Can Use to Guard Against the Violation of the Rights of Citizens and Employees
- **Lesson 3: Ethics and Ethical Behavior**
 - Become aware of the rules, laws, policies and regulations that govern how and when you can take a legal action.
 - Outline:
 - Personal responsibility for complying with the provisions in the Oregon Government Ethics Law
 - Prohibitions Against Use of Your Position for Personal Gain (Gifts as an Exception)
 - Private Employment and Conflicts of Interest
 - What You Should do when Faced with Conflicts of Interest

Lesson 4: Managing Multiple Roles

- Explore strategies on how to be effective as part of a collegial decision making body, deliberative body and a policy making body, managing your multiple roles.
- Outline:
 - How to
 - Function as an Effective Collegial Decision Making Body
 - Function as an Effective Deliberative Body
 - Function as an Effective Policy-Making Body
 - Strategies for Effective Board Oversight of the Organization

- **Lesson 5: Community Leadership Strategy**

- Collaboration, representation and citizen engagement are the keys to building a shared community vision, and are part of your responsibility as a community leader.
- Outline: How to
 - Function as an Effective Representative Body
 - Facilitate Inter-jurisdictional Collaboration
 - Build Civic Capacity and Citizen Engagement
 - Build a Shared Community Vision