



CITY OF TUALATIN
VOLUNTEER ASSIGNMENT DESCRIPTION
BUDGET ADVISORY COMMITTEE

ASSIGNMENT TITLE	Budget Advisory Committee Member
GOAL/PURPOSE	The goal of the Budget Advisory Committee is to review the City's fiscal year proposed budget, approve it and forward it to the City Council for formal adoption.
SUPERVISION	Don Hudson, Finance Director dhudson@ci.tualatin.or.us 503.691.3050
TIME COMMITMENT	This committee typically meets for 2-3 meetings in May of each year at 6:00 p.m. Meetings require about 2 hours, plus additional preparation time for the second and possible third meeting.
DUTIES	<ul style="list-style-type: none">• Meet publicly to review the budget document as proposed by the budget officer;• Receive the proposed budget and the budget message;• Hold at least one meeting in which the public may ask questions about and comment on the budget;• Approve the budget and approve the rate per \$1,000 of assessed value for each levy that will be certified to the County Assessor.
QUALIFICATIONS	<ul style="list-style-type: none">• Committee members shall reside within the City of Tualatin and be a qualified voter who has the right to vote for a ballot measure submitted by the City.
TRAINING	Training will be conducted by the committee staff liaison. An orientation meeting will occur following your committee appointment. Other training will be provided on an as needed basis.
BENEFITS	This position has the opportunity to work with the City Council (the budget committee is made up of the Council and an equal number of citizen members) and staff in approving the City's fiscal year budget. This opportunity will allow you to learn and understand the way the City's budget is put together and how City services are funded.