



## Fairfax County Community-wide Energy and Climate Action Plan

### Focus Group Liaison to the Task Force

### Position Description

The following is an outline of the responsibilities and expectations for the Focus Group (FG) Liaison to the CECAP Task Force. The Liaison for Focus Groups that choose the hybrid or in-person operating model may have additional responsibilities.

- The Liaison will be the sole source of input from the Focus Group and its members to the Task Force. The Liaison is responsible for attending in-person Task Force meetings. The Task Force will be meeting up to ten times over the CECAP planning process.
- Fairfax County staff will post meeting materials on the Fairfax County CECAP Task Force webpage two weeks prior to Task Force meetings. County staff will inform the Liaison and distribute the link and/or materials to the Focus Group members for review.
- The Liaison to the Task Force (“Liaison”) agrees to coordinate Focus Group members and their input to the Task Force. The Liaison is responsible for consolidating the comments into a summary for the Focus Group.
  - This summary does not presume a singular opinion and agreement by all FG members on all issues. As such, consolidation and summarization may include sharing unattributed individual comments should they differ from the majority view or if a majority view is not determined or clear.
- The Liaison will send the summary of input to Fairfax County staff, at least three days prior to each Task Force meeting. The written summary will be posted to the public website. For all comments posted to the website, there will be no attribution of comments or statements to specific individuals. **If review deadlines are missed, feedback from that Focus Group will not be included in the presentation of materials to the Task Force.**
- For follow up information and questions, the Liaison should contact Maya Dhavale, Senior Community Specialist, Office of Environmental and Energy Coordination (703-324-7165 (W), 571-373-1758 (C), Maya.Dhavale@Fairfaxcounty.Gov). All requests and questions from Focus Group members should go through the Liaison, who will communicate requests and questions to Ms. Dhavale, as necessary.
- The Liaison shall abide by all *CECAP Operating Guidelines and Rules of Order*, including rules related to open meetings and the Virginia Freedom of Information Act (FOIA). Focus Groups are considered public bodies and any meeting of three or more FG members is considered a public meeting, which must be advertised and open to the public and have minutes taken. This pertains to all meetings conducted in-person, including the in-person meetings for Focus Groups that have selected the hybrid operating model.
- Any email sent to a Fairfax County employee is subject to FOIA, as is electronic communication among three or more FG members. If a “virtual” model is chosen, the Liaison will communicate via BCC with all Focus Group members.

See the [Operating Guidelines and Rules of Order](#) for more information on the CECAP development process, roles and responsibilities, and review processes for both the Task Force and the Focus Groups.

