

**UNITED WAY OF GREATER LOS ANGELES**  
**EMERGENCY FOOD AND SHELTER PROGRAM**  
 LOS ANGELES LOCAL BOARD

**To:** Local Board Members and Alternates  
**From:** Pamela Wright, EFSP Staff  
**Re:** Annual Letter of Agreement for Board Members and Alternates

Thank you in advance for your participation on the Emergency Food and Shelter Program Los Angeles Local Board. The tasks to be performed by the Local Board include, but not limited to:

- convening planning for allocations
- coordinating local resources
- reallocating as necessary
- soliciting and reviewing applications
- maintaining records
- establishing appeals and good communication
- monitoring LROs
- preventing misuse of funds
- implementing end-of -program procedures
- selecting LROS and determining the amounts and categories of their allocations

To achieve the above listed tasks your organizations agrees to:

1. Attend the majority of Local Board Meetings (4 meetings scheduled/year)
2. Participate in a minimum two committees.

The Board members alternate may sit on one or more of the committees, in place of the Board member. The committee participation is crucial with the bulk of the research and ground work accomplished at the committee level.

**Your agency agrees that if they do not regularly participate in Board meetings and one committee you will either choose a new Board member or Alternate for the new year or will step down and open a Board seat for a new agency.**

This agreement is active for Phase 33: July 1, 2015 – June 30, 2016.

Board Member Signature:	
Board Member Name:	
Alternate Signature:	
Alternate Name:	
Date	