

What is a Special Advisor?

1. Definition

Special advisors to the Los Angeles Equine Advisory Committee (LAEAC) are non-voting members who advise and assist the LAEAC. Financial compensation is not paid to anyone accepting the additional duties of a Special Advisor. There is no limit on the number of special advisors.

2. Duties

The duty of a special advisor is to relate information about which they have special knowledge or expertise, relative to an issue, community, or organization, to the LAEAC.

A special advisor may be employed to assist the LAEAC in learning about general equestrian concerns, or in particular equestrian concerns in areas of Los Angeles. Special advisors are an additional resource for the LAEAC, providing assistance from a standpoint that may be more politically committed and politically aware than would be available to a member of the LAEAC, which is a non-political organization. Special advisors may serve to inform LAEAC about items of interest in specific areas, or may be appointed as a temporary assignment for specific duties.

Duties are dependent on the appointed position and could include:

- Draft letters/emails, writing speeches/briefings, creating presentations as necessary and suggest appropriate action for the LAEAC
- Assist with research, background and draft notes for presentations, speeches, meetings, projects and communication by the LAEAC
- Coordinate special projects, programs and initiatives associated with the LAEAC
- Participate on ad hoc committees as assigned
- Coordinate special visits by LAEAC members to constituencies
- Identify and develop LAEAC initiatives
- Help make sure the objectives of the LAEAC are met.

3. Process

Individuals interested in becoming a Special Advisor to the LAEAC may make application to the Committee by providing a resume and by making a statement at a LAEAC Committee meeting. Alternatively, LAEAC may solicit individuals to serve as a Special Advisor based on his or her expertise in a particular area.

4. Term

A term for Special Advisor is one year. Appointments shall be reviewed by the LAEAC every year.

LAEAC Special Advisors serve at the discretion of the LAEAC and can be added or removed by majority vote of the LAEAC members.