

**THE PRINCE GEORGE'S COUNTY
HUMAN RELATIONS COMMISSION**

DUTIES OF COMMISSIONERS

DUTIES: The Commission, along with its Executive Director, is the agency empowered to enforce the civil rights laws of Prince George's County. Primary duties of the thirteen member commission are to: conduct administrative hearings involving claims of unlawful discrimination; serve as the civil rights policy arm of county government; and perform community outreach activities aimed at providing information to citizens about cultural diversity and civil rights enforcement.

TIME COMMITMENT: Attendance at mandatory monthly commission meetings held on the fourth Monday of each month at 6:30 pm. At the meetings, the Commission manages administrative details related to hearings, case closures, policy pronouncements, research, and community outreach. Some preparation time prior to the meeting may be necessary depending on the agenda items established by the Executive Director and the Commission Chair. Meetings typically last no more than two hours.

HEARINGS: Public Hearings are held at the discretion of the Commission, usually after a recommendation by the Executive Director, who is authorized to bring the charges of a civil rights violation. The hearings are scheduled at the pleasure of the Commission and are typically held in the evening. Timely written decisions are required within 180 days after each public hearing.

PANELS: Commissioners hear cases in panels of three or four members, divided by subject area (Housing, Public Accommodations, Employment, Education, Real Estate, Lending, Law Enforcement Discrimination). A panel chair, assigned by the Commission Chairperson, presides over any hearings or related meetings. The Commission has the authority to award monetary damages, levy fines, and issue cease and desist orders or other injunctive relief directed at penalizing or stopping discriminatory conduct.

TERM: Three years, depending on year of appointment.

BENEFITS: Although the position is non-stipend, funding is provided for travel and training in connection with civil rights conferences and meetings throughout the year. Reimbursement for certain expenses related to the performance of Commission duties is also permitted.