



Language Accessibility Advisory Committee (LAAC)

Background and Qualifications

Position Description

The Language Accessibility Advisory Committee (LAAC) is an advisory committee to the Ventura County Elections Division.

The mission of the LAAC is to advise and assist the County Registrar with implementation of federal and state laws relating to access to the electoral process by voters with limited English proficiency, so that all persons who are eligible to vote can understand the voting process. Ventura County is required to provide language assistance in accordance with state and federal law for the following covered languages: Chinese, Spanish, Tagalog, Gujarati, and Vietnamese. The LAAC also provides recommendations identifying and prioritizing activities, programs, and policies to ensure every voter has equal access to the ballot.

LAAC members will be expected to attend quarterly meetings at the county government center. This is a volunteer committee. There is no stipend or reimbursement for participating in the LAAC.

Desired Qualifications

1. Demonstrated experience providing language assistance or working on improving language access.
2. Experience working or volunteering in ethnically diverse and language diverse communities.
3. Experience in translation services, either as a certified interpreter or professional translator in a language covered in the county.
4. Experience in voting rights, voter outreach, voter education, and/or voter engagement.
5. Experience in policy analysis, development and/or advocacy.
6. Knowledge of the use of plain language methods.
7. Experience as a poll worker, election administration, or election protection.
8. Ability to attend quarterly meetings.



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Application for Membership

Name: _____ Date: _____

Address: _____

Organization: _____ Title: _____

E-mail: _____ Phone Number: _____

For each of the following please limit responses to one paragraph.

1. Please describe your relevant experience with language assistance.
2. Please describe your relevant experience in language minority communities.
3. If applicable, please state which languages you are fluent in and the level of fluency in each language (spoken, written).

4. Please describe any experience with state and federal laws regarding voting or language access.

5. Please describe any experience in voter outreach, education, or engagement.

6. Explain your interest in becoming a LAAC member.

7. Please list additional relevant experience not discussed elsewhere in the application.

Please return completed application via mail or email.

Ventura County Elections Division

ATTN: Outreach Team

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