



CEMETERY AND FUNERAL BUREAU

1625 N. Market Blvd., Suite S-208, Sacramento, CA 95834
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July 10, 2015

TO ALL INTERESTED PARTIES:

The Cemetery and Funeral Bureau (Bureau) is in the process of recruiting to fill vacancies on its Advisory Committee (Committee). The Committee is currently comprised of three public members and four industry members. A “public member” is an individual with a background in consumer protection, hospice, coroner employee, consumer advocacy groups, or similar field. An “industry member” will be a licensee of the Bureau or a member of an association with experience in cemetery, cremation, and/or funeral issues.

The Bureau anticipates a two-year appointment term for Committee members, with appointments to a second-term at the discretion of the Bureau Chief. Members of the Committee serve at the pleasure of the Bureau Chief; and appointment to the Committee is not considered employment with the State of California; there is no salary or benefits associated with the position, and members serve on a volunteer basis. As a volunteer appointee, members understand that, at this time, they are responsible for any and all costs incurred to attend and participate in Committee meetings. Members must be able to commit to two annual meetings, typically held in June and November, though this is subject to change.

If you are interested in becoming a volunteer appointee to the Bureau’s Advisory Committee, please visit our website at www.cfb.ca.gov and complete the application found within the “Advisory Committee” section in the right-hand margin. Applications **must be received no later than August 3, 2015.** Submitted applications must have an original signature; no facsimile or email copies will be accepted. Incomplete applications will not be considered.

We anticipate empanelling a new Advisory Committee by September 1, 2015. The Bureau anticipates holding meetings twice a year in Sacramento. Although no meetings have been scheduled at this time, we expect to hold the first meeting of the new Advisory Committee sometime in November 2015.

Thank you in advance for your willingness to consider serving on our Advisory Committee. If you have any questions, please contact me via email at Lisa.Moore@dca.ca.gov or call me at (916) 574-7870.

Sincerely,

Lisa M. Moore, Chief
Cemetery and Funeral Bureau