

Position Roles & Responsibilities

Position	Roles & Responsibilities Description	Estimated Time Commitment
PRC Chair	<ul style="list-style-type: none"> • Work with DES Staff for Agenda Development and Panel assignments. • Leads all PRC meetings. • Review and sign Approval or Denial letters and return to Admin timely. • Attend CPARB meetings to report on PRC activity. • Report to the PRC on CPARB Activity. • Participate on the CPARB Board Development Committee. • Fulfill CPARB requests or adjustments to the PRC process when there are changes to statute. • Call for Committee business meetings to share important changes in statute, fulfill CPARB requests, conduct trainings, and conduct PRC business outside of project/certification reviews. 	10 - 30 Hours/Month
PRC Vice Chair	<ul style="list-style-type: none"> • Partner with the Chair and provide backup whenever Chair is unavailable. • Split chair duties as deemed appropriate. • Maintain open communication with the Chair and DES Staff. • Participate on the CPARB Board Development Committee. • Lead the Mentorship/Mentee program by: <ul style="list-style-type: none"> ○ Solicit for and assign mentors to new members. ○ Schedule Quarterly mentorship meetings to discuss lessons learned, potential new mentors, and potential adjustments or needs for the success of the program. ○ Review Mentor/Mentee lessons learned and make adjustment to ensure a successful onboarding program. 	10 - 20 Hours/Month
Both	<ul style="list-style-type: none"> • Attend all Committee Meetings • Provide a 24-hour response time frame when responding to the CPARB Chair or stakeholders on issues beyond Admin knowledge or that are directed specifically to the PRC Chair. • Provide a 24 – 48-hour response to Admin requests for approval, signatures, and recommendations regarding Committee Business. 	
PRC Members	<ul style="list-style-type: none"> • Complete the onboarding process. • Participate as mentee for 6 months and attend all meetings. • Represent your stakeholder group to include stakeholder outreach when needed. • Notify Leadership and PRC staff if unable to attend a meeting. • Respond quickly to Quorum Solicitation by PRC Staff regarding availability and recusals from the current applications. • Review assigned applications and provide pre-questions to panel chairs by due date. • Copy official PRC Inbox for all correspondence per archiving requirements. • 	5 - 12 Hours/ per Meeting Month
Mentor	<ul style="list-style-type: none"> • Member of PRC for (<i>preferably</i>) 2 years. • Approved by PRC Chair and Vice-Chair. • Familiar with Mentor Responsibilities/PRC Program. • Completed Mentor training and demonstrate good mentor skills <ul style="list-style-type: none"> ○ Collaboration ○ Listening • Be a subject matter expert in RCW 39.10 with an understanding of how it operates. • Report back to PRC Vice Chair of progress. 	2 - 3 Hours/Month for 6 Months

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	<ul style="list-style-type: none"> Reach out to mentee and meet on regular basis (<i>at least monthly</i>). 	
Mentee	<ul style="list-style-type: none"> Complete the Onboarding Checklist within 6 months. Participate in Mentor/Mentee process. Ask questions. 	2 - 3 Hours/Month for 6 Months
DES Staff Support	<ul style="list-style-type: none"> Collects PRC Applications between the 15-20th of the month prior to the scheduled meeting date and publish online. Establishes a draft meeting agenda based on the applications submitted and the best use of Committee time and submits to PRC Leadership for changes and/or approval. Public Notices of the approved agenda must be published in local newspapers and online 20-days prior to the next scheduled meeting date. Sends out a quorum solicitation as soon as an agenda is finalized and collects member availability and recusals for panel assignments. Establishes draft panel assignments and forwards to PRC Leadership for final approval with a copy of the panel matrix. Publish online and forward final agenda\schedule to the PRC Membership. Panel questions are due to the panel chairs 8-days prior to the meeting, and chairs must forward consolidated questions list to PRC staff 7-days prior to the meeting. Forward all questions, and review schedule to the applicants 7-days prior to the meeting. Forward all completed Q&As to the review panels. Provide updated script and score sheets to all members. Record all meetings, prepare tracking tools, provide back up on visuals as needed, and track meeting attendance and decisions. Collect all score sheets same day, provide decision letters to PRC Leadership within 4 days, and forward to applicants within 10 days. For in-person meetings is the primary onsite coordinator, provides location, meeting supplies, appropriate A/V, and travel reimbursement opportunities. Updates PRC homepage with current stats, forms, training information, etc., the meeting event page with updated documents (<i>including applicant presentations, decision letters and score sheets</i>), and the PRC archive page. 	25 - 40 Hrs/week