

Duties of Chairperson, Host/Facilitator & Vice Chair Discussion

Chairperson (voted in- 1 year term)

- Manage the bylaws & any reconstruction.
- Work with the host/facilitator on agenda, technology & site).
- Preside at the meetings.

Vice Chair or Chair-Elect (voted in- 1 year term)

- Back up to chair when they are not able to attend.
- Successor to the chair at the end of C's term.
- Helps with agenda planning or working with host/facilitator.

Secretary (voted in- 1 year term)

- Take minutes & get ready to distribute within 10 days if possible.
- Distribute agenda at least two weeks before the meeting.
- Manage future facilitating process and sign up

Facilitator (rotating)

- Help with getting speakers/agenda items.
- Guides the discussion and keeps the flow of the meeting.
- Will compile agenda and speakers and send to secretary to send out.
- Verifying set up (seating, tech, etc.) at the host site before the meeting (not necessary if meeting is held electronically).