

Job Description of CAC Officers

January 2022

Chair

- Prepare monthly agenda with the officers and CAC liaison staff send to CAC staff liaison and officers for review.
- Send to CAC members: agenda, CAC prior month minutes, BOM minutes and meeting reminder by Friday prior to monthly CAC meeting.
- Review draft minutes, approve, and post in CAC meeting folder and ensure they are ready for the Board/CAC packets.
- Ensure CAC members sign up for Board of Managers meetings and to report/ask questions/submit ideas during the scheduled time in the monthly meeting. Report to CAC/answer questions at CAC meeting about the meeting.
- Arranges meeting with one or more Managers to discuss current events and CAC/Board plans, joint or separately, as needed but no less than twice per year.
- Coordinate with District Administrator to identify presentations that benefit both CAC and BOM and arrange joint meetings.
- Run CAC meeting with Robert's Rules of Order as guideline. Prepare a yearly calendar for the group, and with input from other officers and CAC members, set direction for the CAC. Add educational events for the CAC as needed with staff liaison.
- Attend events sponsored by the District; welcome public and all members; recruit new potential members of the CAC. Attend yearly education events as possible.

Vice Chair

- Work with the Chair as co-chair of the CAC.
- Run meetings if Chair is absent.
- Review CAC agenda and minutes.

- Help set CAC objectives and keep CAC moving forward with the Chair. Attend Board of Managers meetings, education events, etc., as possible.
- Help recruit potential CAC members.
- Suggest education events for the CAC as needed.

Recorder

- Review CAC agenda and take minutes at monthly CAC meetings.
- Draft minutes and send them to officers and staff liaison by Friday following the CAC meeting.
- Update minutes as needed with changes and send off final minutes to staff liaison.
- Work with the Chair and Vice Chair to keep CAC moving forward and productive.