



## **General Responsibilities of Chairpersons**

The Chairpersons of CACRAO committees are appointed by and report to the CACRAO president. Representatives from the Executive Committee membership and Vice Chairs, where applicable, are also appointed by the president for all committees of more than five members, unless otherwise stipulated by the Constitution and By-Laws. The vice chair shall serve in the absence of the chair.

1. The committee chair, ex-officio representatives and vice chair positions are one-year appointments.
2. Committee chairpersons are expected to honor CACRAO fiduciary responsibilities.
3. The Chairperson of each committee should make every effort to see that all committee activities function properly and should encourage active participation among the membership via regular meetings. The chairperson is also responsible for corresponding with committee members and should provide minutes of the meeting recording their progress and activities to the Ex-Officio representative of the Executive Committee.
4. Committee chairpersons should maintain open lines of communication with the President and the Ex-Officio representative of the Executive Committee regarding all matters that may be of interest or concern to the organization.
5. Membership in all committees will reflect professional, geographical and institutional diversity and be inclusive of traditionally underrepresented members. At least one member of each committee shall be appointed annually for a two-year term in order to maintain continuity.
6. The chairperson of each committee shall submit to the CACRAO president 30 days prior to the annual meeting a written annual report of committee activities and updates to the procedures manual (Article V; Section 3).
7. Each chairperson should make every attempt to attend the annual meeting and other called meetings of the Executive Committee where committee chairpersons are needed. Committees are also encouraged to recommend topics of interest to the Program Committee for sessions at the annual meeting.
8. At no time shall there be more than two persons from the same institution on any committee. The Local Arrangements Committee is generally exempted from this restriction.
9. Any officer or committee member (including Chairperson) who as a result of a change in employer or institutional responsibilities becomes ineligible for CACRAO membership may continue to participate in CACRAO activities and continue his/her CACRAO duties at the discretion and approval of the Executive Committee.
10. Each Chairperson is expected to demonstrate leadership by honoring the CACRAO Constitution & By-Laws, the CACRAO Code of Ethics and the General Responsibilities for Chairpersons