

Chair Duties

1. Chair of CCL-EAR Committee
 - Develop agendas for committee meetings
 - Monitor work assignments between meetings
 - Facilitates committee meetings and teleconferences
 - Establish and maintain communication with Committee members
 - Handle correspondence concerning Committee work, policies, etc.
 - Monitor committees fiscal activities
 - Carry out new projects as directed by Board
2. Collaborates with Consortium Director
 - Correspondence with vendors
3. Act on behalf of Committee to expedite work
4. Represent Committee at CCL Executive Board Meetings
5. Represent Committee with other groups as required