

CPAC OPERATIONS OFFICERS and NOMINATION PROCESS

CPAC, Meeting No. 8

December 4, 2007

Proposed Officers

- 1 Chairperson
- 2 Vice-chairpersons
- 1 Secretary

Officers' Roles

- Chairperson's duties:
 - Opening and adjourning all CPAC regular and Steering Committee meetings;
 - Representing and speaking on behalf of the CPAC at HCDA meetings;
 - Transmitting CPAC views and recommendations to the HCDA;
 - Representing the CPAC in public and written communications;
 - Work with the Steering Committee on meeting agendas and their other duties;
 - Such other duties as may be determined to be necessary and appropriate by the participating membership.

Officers' Roles

- Vice-chairperson(s') duties:

In the absence of the Chairperson:

- ☞ 1st Vice Chairperson will assume the duties of the Chairperson.

In the absence of the 1st Vice-chairperson:

- ☞ 2nd Vice Chairperson will assume the duties of the Chairperson.

- ☞ Both will assist the Chairperson and the Steering Committee with their duties as needed and requested

- ☞ Each Vice Chairperson may also have additional duties as may be needed and determined to be necessary and appropriate by the participating membership.

Officers' Roles

- Secretary's duties:

- ☞ Works with the Chairperson, Steering Committee, and facilitators to post CPAC meeting notices and agendas, and review draft meeting summaries prior to CPAC approval.

- ☞ Assists Chairperson and the Steering Committee with other duties as needed.

- ☞ Additional duties as needed.

Officers' Roles

All officers will be available to attend HCDA board meetings and CPAC Steering Committee meetings.

Nomination Process

1. Facilitators will accept all nominations via e-mail with-in a set amount of time;
2. Self-nominations will also be accepted;
3. All nominations must include a short bio (personal profile of 150 words maximum);
4. Facilitators will assemble a nomination sheet with bios to be posted with CPAC meeting agenda five days prior to the meeting at which CPAC members will vote.

Questions & Comments

December 4, 2007

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