

Roles and Responsibilities of ACER-CART Standing Committee Chairs

Overall Responsibilities:

- Check with existing committee members to see who will be returning as provincial representatives.
- Determine any new members to be added to the committee.
Ideally one member from each province represented by ACER-CART.
- Prepare e-mail listing of committee members and the Executive Director.
- Prior to first meeting contact all committee members to introduce yourself and determine the best date for the initial meeting of the committee.
- Arrange with the Executive Director to have ZOOM set up for each committee meeting.
- Using notes and minutes compile written report for each Executive meeting.
Forward the document to the Executive Director for inclusion in Executive meeting materials.
- Send DRAFT minutes to the Chair of the Communications Committee who will write up a one-page synopsis to be placed under Communication on the website.
- Prepare a short, written report to each Directors (Board) meeting.
- Provide an oral report to each Political Advocacy Committee meeting.
- Send approved minutes to the Executive Director for compilation.
- At end of April forward a written report on the activities over the previous year to the Executive Director for inclusion in the AGM materials.

Meeting Protocols:

- Prepare an agenda seeking additions and send it with DRAFT minutes from previous meeting to committee members.
- Prior to first meeting also send copy of committee mandate under Protocol 10 “Committee Mandates”, the committee’s Annual Report from the previous AGM, priority goals from the previous committee and any outstanding business from the previous year.
- Distribute any relevant readings, materials or links so that members are up-to-date before the first meeting.
- Distribute the finalized agenda one week before the meeting.
- Chair the meetings and write up minutes.
- At the first meeting review the Committee’s materials on the website for accuracy.
- Select 3 dates for upcoming meetings to coincide with Executive meetings, Political Advocacy Committee meetings and Directors (Board) meetings.
- After each meeting distribute the DRAFT minutes to committee members to check for accuracy.
- At the committee’s last meeting review mandate once again and if changes are proposed send the recommendations to the Executive for approval.
- At the committee’s last meeting select priority goals for next year’s committee and note any unfinished business.
- Thank your committee members for their input and suggestions over the year.