

IHN-CCO Community Advisory Council Chair Nomination

To: IHN-CCO Community Advisory Council
From: Rebekah Fowler, CAC Coordinator
Date: January 10, 2022
Re: Request for CAC nominations by Feb 1, 2022

Memo

On behalf of CAC Chair, Tyra Jansson, I am requesting nominations to the CAC's Chair position to be submitted to me by Feb 1. The term begins January Apr 1, 2022 and ends Dec 31, 2024.

This person must already be appointed to the CAC. Usually a paper/anonymous vote is held. We will do online vote at the March 7. If you must call in rather than be on video, please let me know so we can work on a way to get your vote counted.

According to the Charter, the duties of the Chair are:

- a. The CAC Chair convenes and presides over CAC meetings and performs other duties as necessary for the proper functioning of the CAC.
- b. The CAC Chair represents the CAC as a member of the IHN-CCO Board of Directors. The Chair will make time to be available to talk with CAC Representatives about their ideas and concerns.
- c. The Chair will serve for a three-year term and will, unless it's a conflict of interest, oversee the nomination of candidates and election of the succeeding Chair of the CAC in a timely manner.
- d. The Chair will develop the agenda for all CAC meetings in collaboration with the CAC Coordinator and IHN-CCO staff.
- e. The Chair will meet periodically with the CAC Coordinator and/or IHN-CCO staff to discuss emerging issues, potential problems and opportunities, the status of ongoing projects and reports, and to develop short-term and long-term plans for possible CAC projects and activities.
- f. The Chair will oversee and maintain communication with the three CAC Liaisons of the Local Advisory Committees and, as an *ex officio member*, will attend Local Advisory Committees meetings in the other two counties, as time allows.
- g. The Chair will maintain liaison with outside organizations and public agencies, as needed, to keep informed of activities of potential interest to the CAC. The Chair may request assistance in this responsibility from the CAC Coordinator, the Vice-chair, the currently serving "Past Chair" and/or CAC Representatives.