

Chairperson Roles and Responsibilities

Addendum

2/9/2023

- Set dates for next year's meetings at the fall meeting (November).
- Select location of each quarterly meeting and get that information to the SRC Liaison. and they will arrange lodging and food.
- Create the agenda for each meeting. Finalize and send to Shawn Tulloch at least 2 weeks prior to the meeting for distribution and public notice.
- Arrange guest speakers, community involvement activities, economic development in communities etc. and incorporate those activities into the agenda.
- Coordinate with Independent Living Council Chair to set up and prepare for the joint meeting in the spring.
- Send personal email invite to the Governor's office for each quarterly meeting.
- Follow up with the Governor's office regarding delays or applications awaiting appointment. Schedule a meeting with the VR Staff Liaison with the Governor's office to assist in expediting the appointments.
- Attend the IL/VRBS Town Hall Meeting 1 time per year (usually late summer/fall). You will introduce yourself as the chair and give some information about the SRC. Who are we, what do we do and read the Mission Statements. You can encourage people to apply for the open seats and direct them to Shawn Tulloch or the SRC website for additional information and application.
- Appoint a point person to be responsible for NCSRC communications and reporting back to the SRC quarterly. Standing agenda item
- You will be asked to write a note/letter from the chair for the Governors Report in October. There are examples in prior reports.

Vice Chair Roles and Responsibilities

- Assist chair with above duties and preside over meeting in the absence of the chair.

Past Chair Roles and Responsibilities

- Serves as a member of the Council and attends council meetings to maintain continuity and continued communication within the council.
- The Past Chair may serve as Chair in the absence of the latter.

Functionary Roles and Responsibilities

2/9/2023

Staff Liaison for SRC:

- Lodging, Catering, Conference room booked
- Estimate costs submitted to Supervisor
- Service providers hired (CART, interpreters)
- Zoom link; Equipment (laptop, Owl Pros, projector)
- Non-employee voucher forms submit to supervisor and then to Fiscal
- On-going communication with Governor's Office on application status
- Update and manage SRC website
- Email the Governor's Report/Annual Report to NCSRC

Central Office:

- Staff Reports from leadership: VRBS, BLVS, Budget, and Pre-ETS
- Central Office Support Staff prints:
 - certificates (to thank the exiting members for their service)
 - prints name plates for new Council members
 - Agenda for the Council members
- the DETD Administrator email the Report to RSA and to the Governor's Office

Functionary Position:

- Read transcripts and write meeting minutes
- Assist with distributing name plates and handouts at each meeting
- Send Survey Monkey as needed
(Do you have a disability? Or others as required for online voting)
- Email current Chair and Vice-Chair' contact information to the NCSRC