

Information/Action Item

Cal-SOAP Advisory Committee

Discussion of Committee Chair Duties

CSAC staff will provide information and invite discussion of the Committee Chair duties and responsibilities

No action required.

Responsible Staff: Kim Taylor,
CSAC Outreach Manager

Excerpt from the Uniform Policies and Procedures for Commission Advisory Bodies (11/30/06)

2. Role of the Advisory Body Chair

2.1. The chair is considered to be an active member and participant in all advisory body matters.

2.2. At meetings of the advisory body, the chair shall ensure that the advisory body operates in a manner consistent with its own rules, the Bagley-Keene Open Meeting Act, and any other applicable rules or requirements.

2.3. The duties of the chair are as follows:

- Presides over advisory body meetings and facilitates the process whereby the advisory body accomplishes its business.
- Fosters advisory body cooperation and teamwork.
- Publicly represents the advisory body on actions taken by the advisory body, policy recommendations of the advisory body, and other matters affecting the advisory body.
- Appoints the chair and members of advisory body workgroups and ad hoc committees.
- Sets the agenda items for scheduled advisory body meetings.
- Follows up on members with attendance problems, per the established attendance policies.
- Makes advisory body reports and presentations to the Commission, including the presentation of the advisory body's proposed annual meeting calendar, annual objectives and accomplishments, and the establishment of any workgroups or ad hoc committees.

2.4. In the absence or temporary incapacitation of the chair, the vice chair of the advisory body assumes the duties of the chair.