

SF-CAIRS Leadership Team: Primary Duties of Co-Chairs, Coordinator, and Secretary

revised July 2014

1. SF-CAIRS Co-Chairs (2 members):
 - Convene SF-CAIRS meetings.
 - Set meeting agendas in consultation with Coordinator and Co-Chairs.
 - Rotate meeting notification and facilitation of SF-CAIRS meetings with Co-Chair.
 - Invite guest speakers for meetings
 - Act as a first point of contact for, represent, and present on behalf of SF-CAIRS.
 - Respond to requests for SF-CAIRS participation or opinion.
 - Provide leadership to ensure SF-CAIRS follows Strategic Plan or makes suggestions on how to modify it.
 - Provide guidance and direction to Committee Chairs.
 - Designate certain activities and responsibilities temporarily or for a specific time period to the partner Co-Chair or other SF-CAIRS members.
 - Other activities related networking with member agencies and disseminating information about SF-CAIRS member organizations.
 - Outreach to guests and members to increase membership and participation by members.
 - Review and respond to meeting survey results through planning/updates/discussions, etc.
 - Estimated amount of time/month for each co-chair: 2-3 hours, excluding participation in any coalition or committee meetings.

2. SF-CAIRS Coordinator (1 member):
 - Prepare general meeting agenda within a couple of weeks of meeting, forward draft to Chair and Co-Chair before distribution to members via google group list serv.
 - Coordinate pre-meeting planning.
 - Bring agendas, evaluations, etc. to general meetings
 - Help Co-Chairs coordinate guest speakers for meetings
 - Review L-team accountability
 - Estimated amount of time/month: 2-3 hours, excluding participation in any coalition or committee meetings.

3. SF-CAIRS Secretary (1 member)
 - Write meeting notes, post on google docs and email to listserv
 - Take notes at planning meetings and email to leadership team
 - Lead for maintaining Google Group, membership list, documents, and committee lists.
 - Enter data from meeting evaluations into Survey Monkey for analysis and quality improvement.
 - Coordinate with the website manager to update website
 - update standing tasks calendar and hold leadership team accountable to tasks
 - Share meeting feedback and make suggestions to Co-Chairs and Coordinator based on evaluations.

- Estimated amount of time/month: 2-3 hours, excluding participation in any coalition or committee meetings.

Selection Process

- *Co-Chairs, Coordinator and Secretary will be selected by membership 1 year renewable term*
- *Selection of Leadership positions will be conducted in January or as close to January as possible each year*