

Community Action Advisory Board (CAAB) Officers

Duties and Responsibilities

<u>Chairperson</u> Elected or appointed by a majority of members to serve as leader.	<ul style="list-style-type: none">• Presides at all CAAB meetings• Helps prepare agenda, conducts meetings and keeps the group moving towards its goals.• Leads orderly discussions by tactfully and politely enforcing the rules and offers every member an opportunity to speak for or against a motion or issue.• Explains each motion before it is voted upon.• May appoint committees to carry out specific assignments.• May vote.• Does not allow personal feelings or outside influences or pressure to modify his/her actions.
<u>Vice-Chairperson</u> Elected or appointed by a majority of members.	<ul style="list-style-type: none">• Acts as Chair Pro Tem in the absence of the Chair.• Performs other duties directed by the Chair.• Embodies similar leadership abilities and amicable relationships with members, as does the Chair.
<u>Secretary</u> Elected or appointed by a majority of members.	<ul style="list-style-type: none">• Assist with taking notes & reviews CAAB meeting minutes to include: record of votes and all motions for each meeting of the CAAB.• Performs other duties directed by the Chair• Keeps the Committee Chair on task with regard to the agenda.• Acts as Chair Pro Tem in the absence of the Chair & Vice-Chair.