

# Community Action Advisory Board (CAAB) Officers

## **Duties and Responsibilities**

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