



Council Leadership Responsibilities

Planning Council Chair Main Responsibilities

- Responsible for the overall leadership of the Council.
- Facilitates discussion of and voting on matters before the Council and the Council's Executive Committee.
- Intervenes as needed during Council meetings to ensure that meeting goals are accomplished, that members are engaged in the process, and that questions are answered in a complete and timely manner.
- Promotes new leadership of the Council by mentoring the Chair-Elect and Vice-Chair.
- Assigns members to committees, and specific Council members to be Committee Chairs.
- Addresses Council member issues, concerns, and complaints, as needed.
- Works with PCS and BPHC staff to help develop the Council and Committee workplans.

Planning Council Chair-Elect and Vice-Chair

- Assist the Chair in facilitation of the Council's work and deliberations.
- In the Chair's absence, the Chair-Elect facilitates the meeting. If both the Chair and Chair-Elect are absent, the Vice-Chair will facilitate the meeting.

Executive Committee of the Planning Council

- The Council Chair, Chair-Elect, Vice-Chair, and all of the Committee Chairs sit on the Committee, as well as any additional Council members that the Chair chooses to appoint.
- Oversees and coordinates all activities of the Council, including the various committees.
- Meets before Planning Council meetings to set meeting agendas.
- Reviews all presentations and materials before they are made or sent to the Planning Council members.

Committee Chair Main Responsibilities

Meeting Facilitation

- Leads, facilitates, and ensures completion of Committee work.
- Develops and reviews Committee meeting agendas with PCS staff.
- Develops new leadership by mentoring the Committee Vice-Chair and its membership.
- Intervenes as needed during Committee meetings to ensure that meeting goals are accomplished, that members are engaged in the process, and that questions are answered in a complete and timely manner.

Participation on the Executive Committee

- Attends and participates in monthly Executive Committee meetings to ensure coordination among the Council's Committees.
- Reports on the Committee's work and recommendations to the Executive Committee and the full Council.

Communication with PCS Staff

- Communicates with PCS staff to facilitate completion of Committee tasks, monitor and maintain active member participation, and fill identified gaps.

Resignation

- If unable to fulfill his/her role, he/she may submit a letter of resignation to the Council Chair.

Removal for Cause

- Failure to meet responsibilities may result in removal from office by the Council Chair.

Committee Vice-Chair Responsibilities

Meeting Facilitation

- Assists the Chair in facilitation of the Committee's work and deliberations.
- In the Chair's absence, runs the meeting.

Recruitment and Development of Membership

- Assists the Chair in recruitment and development of Committee membership.
- Works with the PCS staff to monitor and maintain active member participation, and fill identified gaps in representation.

Resignation

- If unable to fulfill his/her role, he/she may submit a letter of resignation to the Council Chair.

Removal for Cause

- Failure to meet responsibilities may result in removal from office by the Council Chair.

Member-at-Large Responsibilities

Members-at-Large are informed Council members appointed to represent the whole Council and particularly consumers at the Executive Committee. A Member-at-Large also:

- Keeps the Executive Committee informed about the current needs of the Council.
- Supports recruitment and the development of the Council's membership.
- Work with the PCS staff to monitor and maintain active member participation, and fill identified gaps in representation.

Note

Planning Council members and the Planning Council itself cannot lobby or advocate on behalf of political issues, parties, or candidates due to restrictions on federal funding which prevent these types of activities. (However, Planning Council members *on their own time and without affiliation to the Planning Council* may participate in these same activities.)