IEPI Advisory Committee
Member and Chair Job Descriptions
January 26, 2015

The following job descriptions are drawn from the IEPI Advisory Committee Charter, January 26, 2015. Please consult the Charter for more information about the functions of the Committee and its Advisory Workgroups.

I. Members of the Institutional Effectiveness Partnership Initiative Advisory Committee are expected to do the following:
   A. Provide input into the Initiative by participating actively, to help ensure the project is successful in advancing institutional effectiveness across the system.
   B. Communicate effectively with constituent organizations: Inform them of progress, solicit their input, and convey their issues and concerns in meeting deliberations.
   C. Adopt the perspective appropriate for providing input on a statewide project in support of institutional effectiveness.
   D. Prepare for and attend each Committee and applicable Workgroup meeting.
   E. Respond in timely fashion to requests from Committee and Workgroup chairs for feedback, observations, suggestions, materials, information, or other items.
   F. Share ideas, notes, and materials with other members who request them.

II. The Advisory Committee Chair, and the Workgroup Chairs as applicable, are expected to do the following:
   A. Strive to ensure that Advisory Committee and Workgroup members find participating in the Initiative to be rewarding and satisfying, and to make meetings fun!
   B. Ensure that perspectives related to the Initiative from constituent organizations are heard and understood.
   C. Convene and chair meetings and keep members informed of the schedule.
   D. Facilitate development and observance of Committee ground rules.
   E. Develop agendas and other information and materials as needed, and distribute them to members in timely fashion.
   F. Facilitate progress by keeping the Committee or Workgroup on task, and ensuring that everyone gets the chance to be heard.
   G. Respond in timely fashion to information requests from members.
   H. Provide clerical and logistical support as appropriate.
   I. Ensure that a written record of the results of each meeting is maintained and distribute it in timely fashion to all members.
   J. Report regularly on Committee and Workgroup progress.
   K. Coordinate an annual review of the Committee’s effectiveness.