

ICRC Executive Board – Roles and Responsibilities

The Executive Committee (officers of the Commission) shall serve a five-year term; beginning with the member-at-large, then secretary, vice-chair, chairperson, then out going chair serving one year in each position. Duties of the officers shall be those customarily assigned to such offices. The Treasurer is a non-officer position and serves a 5 year term.

Officers	Term	Duties		
Past Chair	1 yr.	<ul style="list-style-type: none"> • Chair Handbook Revision Committee** • Circulate Question Box at meetings • Back-up rep for ATC, JTC, and WA Council • Support Chair as needed with professional development speakers • Conduct New Member Orientation at bi-annual meetings 		
Chair	1 yr.	<ul style="list-style-type: none"> • Chair bi-annual meetings, send agenda announcements and listserv invitations and call for any requests for additional items to be added to the agenda • Schedule and chair Board meetings as needed • ICRC Rep for ATC, JTC, and WA Council • Secure professional development speakers for bi-annual meetings • Liaison with Treasurer, provide income/expense reports, and tax info to Washington Council 		
Vice Chair	1 yr.	<ul style="list-style-type: none"> • Bi-annual meeting planning and logistics • Contact ICRC Committee and Agency Reps and to solidify who will be presenting at bi-annual meetings • Manage and update Member Roster • Co-manage registration with Treasurer at meeting locations • Assist Secretary with meeting planning 		
Secretary	1 yr.	<ul style="list-style-type: none"> • Take minutes at bi-annual meetings • Circulate minutes for feedback, gather agency reps and speaker presentations or notes for web posting • Assist with meeting logistics as needed 		
Member at Large	1 yr.	<ul style="list-style-type: none"> • Assist with meeting logistics as needed • OAR member for first year • Circulate Dinner sign-up at bi-annual meetings 		
Non-Officers	Term	Duties		

Treasurer	5 yr.	<ul style="list-style-type: none"> • Manage income and expenses, bank account(s), provide board with quarterly and annual reports • Report finances to membership at bi-annual meeting • Manage Eventbrite – set up, meeting registration and attendance rosters to board 		
Web Content Manager**	TBD	Details pending		
Sub-Committees		Purpose		
OAR		The Ongoing Articulation Review Committee (OAR). OAR has a target of six members, in addition to the chair, divided between CTC and BI reps, and also includes the Exec. Committee At-Large Member. The At-Large Member will cycle forward into the next Executive Committee position (Secretary) annually, following the election of a new At- Large Member. The Committee shall be chaired by an ICRC member who is elected from within the OAR Committee membership. All OAR committee members shall serve staggered terms of no more than three years		
Handbook Revision Committee**		A standing committee to replace the ad hoc Handbook Revision Workgroup (2016-17). Chaired by the outgoing chair of the Executive Board.		Outgoing Exec. Board Chair

** Proposed, waiting on membership approval at 2017 Fall Meeting