Position	Description	Estimated Time Commitment
Chair	- Set agenda for meetings - Conduct/facilitate Meetings - Represent CPARB/primary spokesperson - Creates Executive Report for every meeting tracking activities of the chair - Attends committee meetings and/or keep track of committee activities - Hold members accountable for requirements - Reach out/welcome to new members/initial orientation and members who aren't vocal at meetings - Provide 24 – 48 hour response time when responding to stakeholder issues	
Vice Chair	- Assist Chair - Being available when chair is unavailable. - Manage Mentor/Onboarding process - Assigning mentors in consultation with the Chair and BDC chair - Training mentors - Signing off on completion of checklist - Provide 24 – 48 hour response time when responding to stakeholder issues	
Committee Chair/co-chair	- Set agenda - Conduct meetings - Check for quorum of committee but not of CPARB - Report to CPARB prior to pre-read deadline - Manage meeting minutes - Follow committee's purpose and accomplish specific assignment to committee - Note goal to have co chairs as opposed to single chair - Coordinate with CPARB staff and keep CPARB staff informed of progress, agendas, meeting dates, documents, etc.	
Committee Vice-Chair	Assist Chair as appropriate	
Member	- Attend meetings (Chair may ask for removal of anyone who misses 2 or more meetings in any calendar year without cause) - Represent stakeholders, including stakeholder outreach - Notify Chair and staff support if unable to attend. Send an informed representative from the stakeholder group as set forth in Section 3 of the CPARB bylaws. - Complete onboarding process - Prepare for meeting/read pre-reads - Participate in committees - Participate as mentee for one year (minimum time frame) - Copy official DES email for all correspondence per archiving requirements	

Position	Description	Estimated Time Commitment
Mentor	- Member of CPARB for (preferably) 2 years - Approved by CPARB Chair and Vice-Chair - Familiar with Mentor Responsibilities/CPARB Processes - Completed Mentor training and demonstrate good mentor skills - Collaboration - Listening - Qualified with knowledge of 39.10 in practice (will wordsmith) - Report back to CPARB Vice Chair of progress - Reach out to mentee and meet on regular basis (at least monthly)	
Mentee	- Completion of Checklist within 6 months - Participate in Mentor process	
DES Staff Support	- Basic meeting agenda is established at the end of each CPARB meeting. - Admin establishes a draft agenda at a minimum of 35 days prior to the next CPARB meeting (when possible). - Draft Agenda is sent to Board Chair\Vice Chair and DES Staff for preview and establishes a collaboration meeting to discuss timelines and meeting needs. - Timing is confirmed for Guest speakers, and Committee Chairs. - Public Notice is published 20-days prior to the next meeting. - Meeting Reminder and draft agenda is sent to all Board Members, Committee chairs and guest speakers after public notice is posted. - Pre-read reminder is sent to guest speakers and Committee chairs 14-days prior to the meeting. - Pre-read material is due and posted to the CPARB Homepage 1 week prior to the meeting. - Meeting prep the week of the meeting includes posting meeting links, verifying a quorum, posting any last minute pre-reads, establishing any in-meeting tracking documents, room set-up when appropriate, and testing all A\V systems functionality. - After the meeting, updates will be made to both the homepage and meeting archive page, final documents, forms, reports, training information, etc. is saved online and in the master files within 3 workdays. - Meeting recordings and sign-in sheets are shared with meeting scribe.	